

Pocket PC Phone Edition

P505

• SMART PDA PHONE



E1892

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User guide topics

This user guide contains the information you need to efficiently use the ASUS® P505 Smart PDA Phone.

- **Chapter 1 - Getting started..... 1-1**
This chapter introduces the physical features of the P505 Smart PDA Phone and tells you how to set up and power up the device.
- **Chapter 2 - Learning the basics 2-1**
This chapter teaches you the basic device functions. You will learn how to enter text, find and organize information, customize the device, and know the bundled utilities.
- **Chapter 3 - Synchronizing data..... 3-1**
This chapter tells you how to use the Microsoft® ActiveSync® application that synchronizes data between the device and your desktop or notebook computer.
- **Chapter 4 - Using Pocket Outlook 4-1**
This chapter details the procedures in using the Microsoft® Pocket Outlook Calendar, Tasks, Notes, and Contacts.
- **Chapter 5 - Phone features 5-1**
This chapter provides information on how to use the ASUS Menu and the device's phone features.
- **Chapter 6 - Messaging features 6-1**
This chapter teaches you how to use the device to send MMS, SMS, and e-mail messages.
- **Chapter 7 - Multimedia features..... 7-1**
This chapter introduces the multimedia features of the device including sections on Camera, Photo Album, and Pictures applications.
- **Chapter 8 - Using companion applications 8-1**
This chapter includes basic information on how to use Pocket Word, Pocket Excel, MSN Messenger, Windows Media™ Player for Pocket PC, and Voice Commander.

- **Chapter 9 - Using Pocket Internet Explorer 9-1**
This chapter gives information on using Pocket Internet Explorer and the Mobile Favorites folder.
- **Chapter 10 - Getting connected 10-1**
This chapter provides the procedures for connecting to the Internet, intranet, and for transferring data using infrared (IR).
- **Chapter 11 - Bluetooth® 11-1**
This chapter provides information on how to use the Bluetooth® features.
- **Appendix - Notices**
This part includes the safety notices and regulations.

P505 Smart PDA Phone specifications

Processors	Intel® PXA270 application processor Infineon E-Gold+ baseband processor
Operating system	Microsoft® Windows Mobile™ 2003 Second Edition for Pocket PC Phone Edition
Memory	64 MB Flash ROM 64 MB SDRAM*
Display	2.8 cm, transfective TFT LCD 65,536 colors, 240x320 resolution
Frequency band	Tri-band GSM (900/1800/1900 MHz)
GPRS	Class B, Multislot class 10
Camera	SXGA resolution (1.3 million pixels) CMOS camera with still/video capture support and built-in flash
Connectivity	Bluetooth® : V1.1 Infrared : Low power Serial Infrared (SIR) USB : 1.1
Removable battery	1050 mAH Lithium Ion 4 hours of talktime and 100 hours standby time** 15 hours of operation time
Expansion	SD/MMC/SDIO card slot
Audio	2.5 mm audio port Built-in microphone and speaker 64CH polyphonic ringtone support
Applications	Microsoft® Pocket Internet Explorer, Microsoft® Pocket Word, Microsoft® Pocket Excel, Microsoft® Pocket Outlook, Windows® Media Player, Microsoft® ActiveSync, MSN Messenger
Unique features	ASUS Menu: PDA mode (supports touch screen) Phone mode
LEDs	Power (inside the power button), GSM/GPRS standby, and Bluetooth®/System notification
Side keys	5-way joystick, Record, Camera, and Voice Commander
Size	108 mm x 60 mm x 22.5 mm (L x W x H)
Weight	165 grams

Specifications are subject to change without notice.

*** 9 MB/11 MB allocated for Western/Eastern language support**

**** According to Microsoft Logo Test Kit - Battery Life Test**

P505 Smart PDA Phone package contents

Your P505 Smart PDA Phone package includes several accessories. After unpacking, check the items against the list below and make sure that they are in good condition. If any item is missing or damaged, contact your dealer or retailer immediately.

Contents	Basic	Deluxe
P505 Smart PDA Phone	✓	✓
1050 mAH, 3.7 V Lithium Ion battery	1	2
Cradle		✓
DC/USB cable	✓	✓
AC adapter and power cord Input : 100 Vac ~ 240 Vac, 0.2 A Output : 5 Vdc, 1 A	✓	✓
Stylus	1	2
Protection case	✓	✓
Stereo headset	✓	✓
ASUS Bonus CD	✓	✓
Microsoft® Companion CD	✓	✓
User guide	✓	✓
Quick Start Guide	✓	✓
Warranty card	✓	✓
Optional items		
<ul style="list-style-type: none"> • Protection case (Type 2 and 3) • Bluetooth® headset • Bluetooth® Car Kit • Bluetooth® GPS • MMC memory card • SD memory card • Wi-Fi® SDIO card 		

Chapter 1

Getting started

This chapter introduces the physical features of the P505 Smart PDA Phone and tells you how to set up and power up the device.

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Introducing P505

The P505 Smart PDA Phone is a Personal Digital Assistant (PDA) and a tri-band mobile phone in one. The P505 versatility lets you enjoy all the benefits of a powerful PDA while providing you with an efficient mobile communication solution so you can be connected anywhere you are.

Powered by an Intel® PXA270 and an Infineon E-Gold+ baseband processors, built-in 64 MB SDRAM and 64 MB Flash ROM, and bundled with the Microsoft® Windows Mobile™ 2003 Second Edition for Pocket PC Phone Edition operating system, P505 is truly a smart companion for the business professional.

Key PDA features

- Windows Mobile™ 2003 OSSE for PPC PE
- Built-in digital camera/camcorder
- Voice Recorder
- Integrated e-mail, MMS, and SMS messaging
- Windows® Media Player supports MP3 and video playback
- Voice Commander application (English and Chinese only)
- ASUS Menu application (PDA mode)
- Bluetooth® and Infrared (IR) enabled
- Sleek, compact, and stylish design
- Navigation buttons and touchpad for easy input
- SD/MMC/SDIO card slot for memory expansion or I/O interface
- Backup application
- SmartKeeper application automatically backs up system status when battery power is low
- Supports Microsoft® ActiveSync application

Key mobile phone features

- Tri-band GSM Class 10
- MMS/SMS messaging
- ASUS Menu (phone mode) provides quick access to device features
- 64 polyphonic ring tones
- Conference call
- Photo Contacts application to display photos of callers
- SIM Manager for SIM/device phone book management

Front features (flip closed)



- **GSM/GPRS standby LED** - Refer to the LED indications table on the next page for details.
- **Bluetooth®/System notification LED** - Refer to the LED indications table on the next page for details.
- **Earpiece** - allows you to listen to incoming/outgoing calls.
- **Antenna** - allows the device to obtain signals.
- **Power button and power LED** - press this button to turn on or off the device. This button lights up amber when the battery is charging and turns green when the battery is fully-charged.
- **Soft-key (right)** - displays the phonebook when in idle mode; performs various functions depending on the menu level and screen display.
- **End key** - ends a voice or data call.
- **Numeric keys** - enters numbers and alphanumeric characters.
- **Microphone** - used for speakerphone function and to enhance sound recordings
- **Flip** - contains all phone keys for the device phone function.
- **Call key** - calls a number; answers a call; displays dialled numbers.
- **Soft-key (left)** - launches the phone menu; enters a phone menu.

LED indications table

LED	Color	Status	Indicates that the device
GSM/GPRS standby	Green	Blinking	is connected to a GSM network
	Orange	Blinking	is connected to a GPRS network
Bluetooth®/System notification	Blue	Blinking	Bluetooth™ feature is on
	Red	Blinking	OS has generated an alarm; The device received a new SMS message or is reminding you of an appointment, task, etc.
Power*	Amber	On	battery is charging
	Green	On	battery is fully-charged

* The Power LED may blink amber and green alternately during charging.

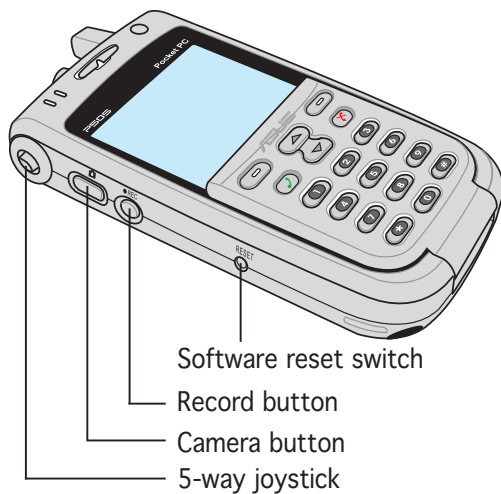
Front features (flip open)



- **LCD touch screen** - allows you to enter, read, send, receive, or edit data by tapping on it. The screen lumination is increased or decreased by changing the backlight settings.
- **Call button** - launches the Phone application.
- **Calendar button** - launches the Calendar application.
- **Contacts button** - launches the Contacts application.
- **End button** - ends a call or closes the Phone application.

Side features

Left side



Right side



- **Software reset switch** - allows you to soft or hard reset the device. See the section “Resetting the device” on page 1-14 for details.
- **Record button** - launches the Notes recorder application.
- **Camera button** - launches the Camera application; captures a photo or records video.
- **5-way joystick** - by default, the 5-way joystick allows you to control the device volume settings.

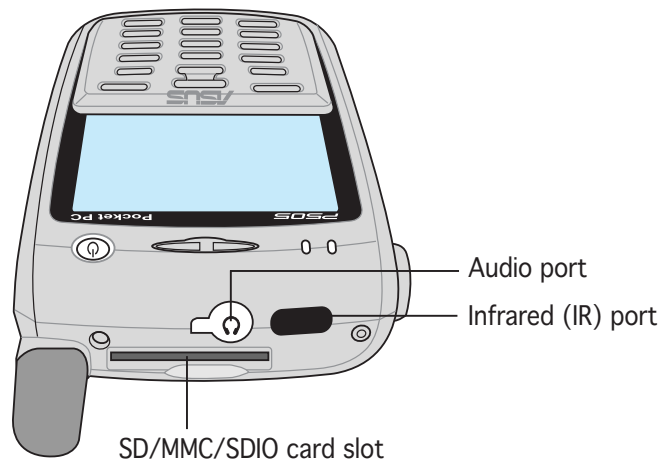
When set as a navigation key, the 5-way joystick functions like the four arrow keys and the <Enter> key on a keyboard. The 5-way joystick allows you to

- move through the program icons, folders, or files in a menu by scrolling up, down, right, or left
- launch a selected program, list folder contents, or open a file by pressing the button

See page 2-28 for details on changing the 5-way joystick function.

- **Voice Commander button** - launches the Voice Commander application.

Top features



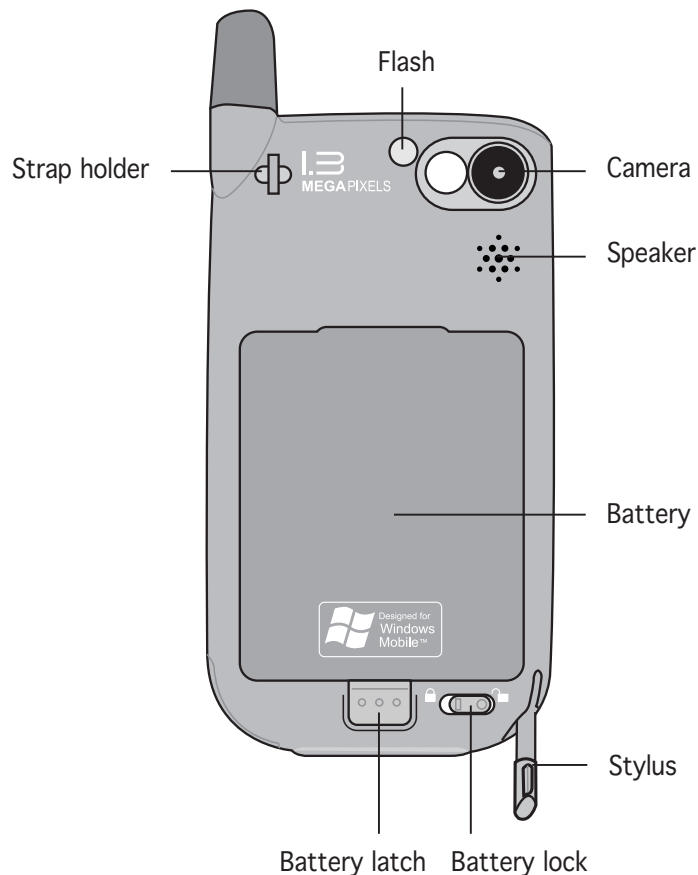
- **Audio port** - connects a headphone.
- **Infrared (IR) port** - allows you to beam data to another device that has an IR port.
- **SD/MMC/SDIO card slot** - accommodates an SD/MMC/SDIO card.

Bottom features



- **System connector** - connects the device to the system connector on the cradle. If you are not using the cradle, connect the DC/USB cable plug directly to this connector to synchronize your device with your computer and/or to charge the battery using the AC adapter or the USB plug.

Back features



- **Flash** - provides additional lighting for the built-in camera
- **Camera** - this is a 1.3 megapixel still/video camera
- **Battery** - this is a Lithium-Ion battery

NOTE

The device comes with a back-up (internal) battery that is charged simultaneously with the battery pack. If the back-up battery is fully charged, you can swap battery packs within 30 minutes without losing data.

- **Stylus** - used for tapping or writing on the LCD screen
 - **Battery lock** - locks or unlocks the battery
-

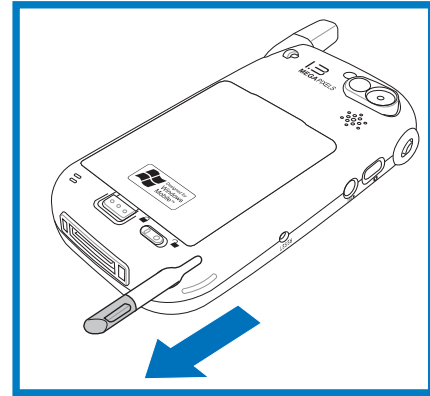
CAUTION!

Unlocking the battery automatically turns off the device and you lose all unsaved data. The device automatically turns on when you install and lock the battery. Refer to page 2-31 for details on how to back-up your data.

- **Battery latch** - secures the battery on the bay
- **Strap holder** - allows you to carry the device using a strap

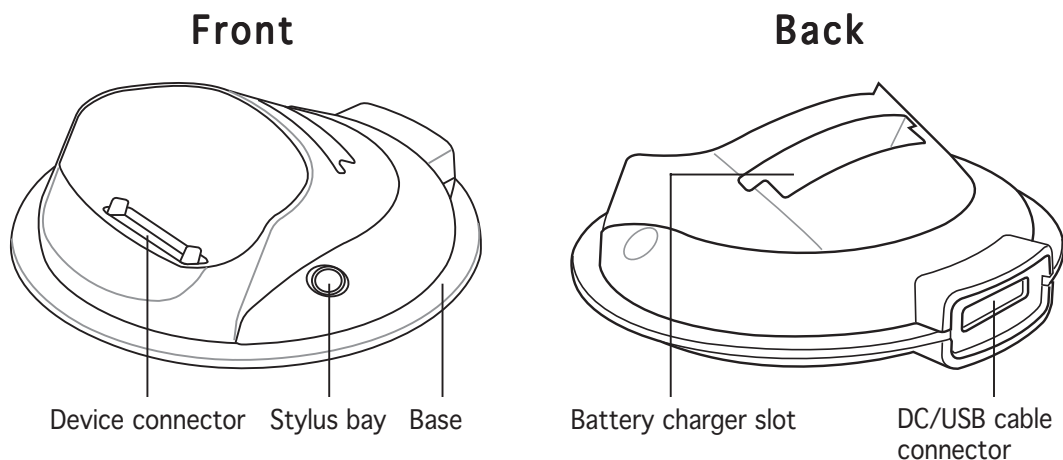
The stylus

The stylus functions on the P505 the same way a mouse functions on a computer. Use the stylus to open programs, execute commands, or to enter information by writing on the screen or by tapping on the on-screen keyboard.



- **Tap.** Touch the screen once with the stylus to open programs and select options.
- **Drag.** Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold.** Tap and hold the stylus on an item to see a list of actions available for that item. On the displayed pop-up menu, tap the action that you want to perform.

The cradle



The cradle has two connectors.

- **Device connector** - holds the device in place. This is a 26-pin connector that matches the system connector at the bottom of the device.
- **DC/USB cable connector** - connects the DC/USB cable plug. The DC/USB cable synchronizes the device with your computer and/or charges the device battery.

Setting up P505

Installing a SIM card and battery

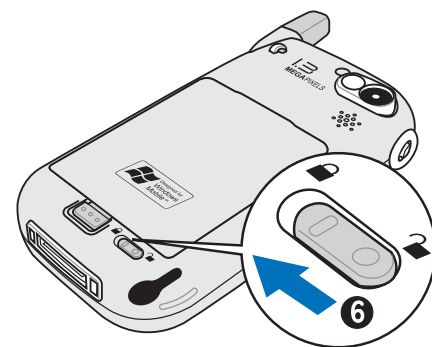
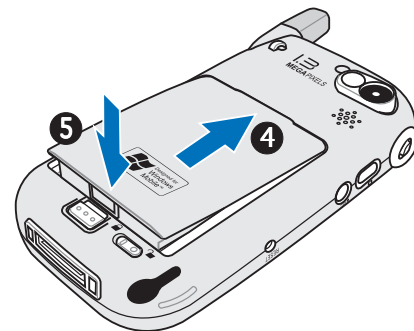
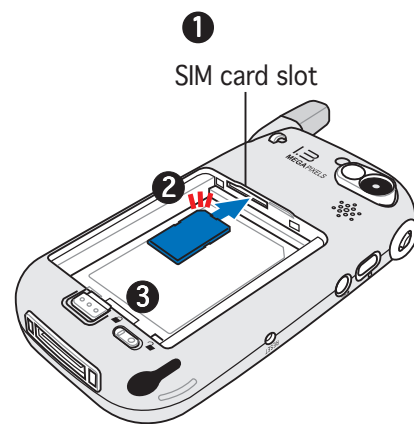
To avail of the device phone features you must install a Subscriber Identification Module (SIM) card.

NOTE

- Your phone operator provides a SIM card for the device, depending on your network subscription.
- The battery comes uninstalled in the P505 Smart PDA Phone package. Install the SIM card first before installing the battery.

To install a SIM card and the battery:

1. Locate the SIM card slot.
2. Position the SIM card with its nicked corner on top and its contacts face down.
3. Insert the SIM card to the slot until it clicks in place.
4. Install the battery by matching the battery hooks to the holes on the compartment.
5. Slide the battery into the compartment, then press to keep it in place. See the illustration for reference.
6. Use the stylus tip to move the battery lock to the left to secure the battery.



Charging the device battery

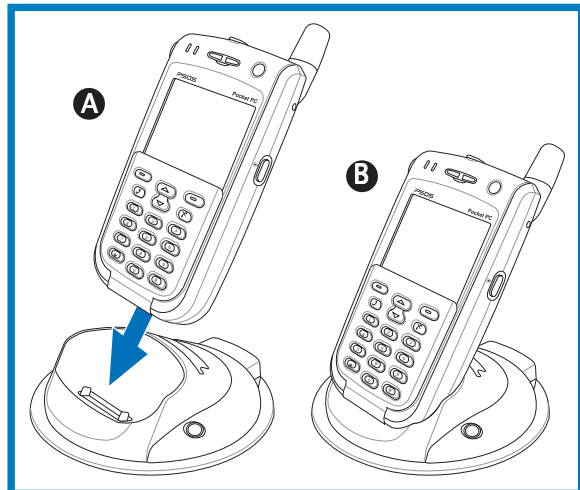
The device includes a rechargeable Lithium Ion battery. You must fully charge the battery before using the device for the first time. Initial battery charging takes about four hours while it takes about 2.5 hours to fully charge the battery after initial use.

To charge the device battery:

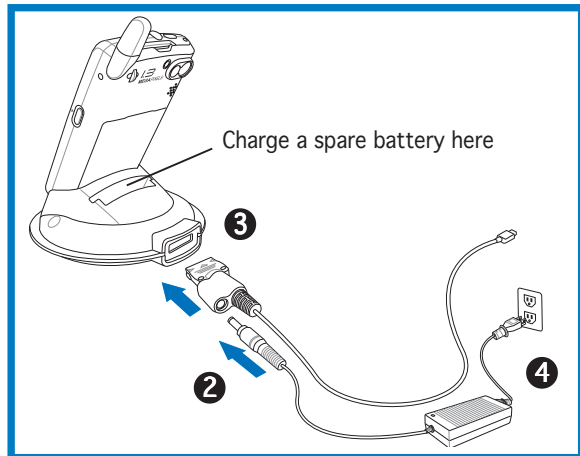
Using the AC adapter with the cradle

1. Position the device on the cradle as shown (A). Match the connectors and carefully insert the device until it fits in place (B).

NOTE You can also charge a spare battery using the battery charger slot on the cradle.



2. Connect the AC adapter plug to the DC/USB cable plug.
3. Connect the DC/USB cable plug to the DC/USB cable connector at the back of the cradle.
4. Connect the AC power plug to a grounded wall socket.



The device battery starts charging as soon as you connect the AC adapter plug to a power source. The cradle base lights up blue to indicate that the device is properly seated on the cradle. If you charge a spare battery in the battery charger slot, the cradle base lights up orange until the spare battery is fully-charged.

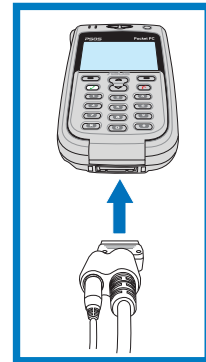
The P505 Power LED lights up amber to indicate that the battery is charging and lights up green when the battery is fully-charged.

IMPORTANT To disconnect the DC/USB cable plug from the system connector or DC/USB cable connector on the cradle, simultaneously press the release button on both sides of the plug, then pull.

Using the AC adapter without the cradle

If you are not using the cradle, connect the DC/USB cable plug directly to the system connector at the bottom of the device, then connect the AC power plug to a grounded wall socket.

The P505 Power LED lights up amber to indicate that the battery is charging and lights up green when the battery is fully-charged.



Using a computer or notebook USB port

To charge the device battery using a USB port:


1. Connect the DC/USB cable plug to the system connector at the bottom of the device (no cradle) or to the DC/USB connector at the back of the cradle.
2. Connect the USB plug of the DC/USB cable to an available USB port on your computer or notebook.

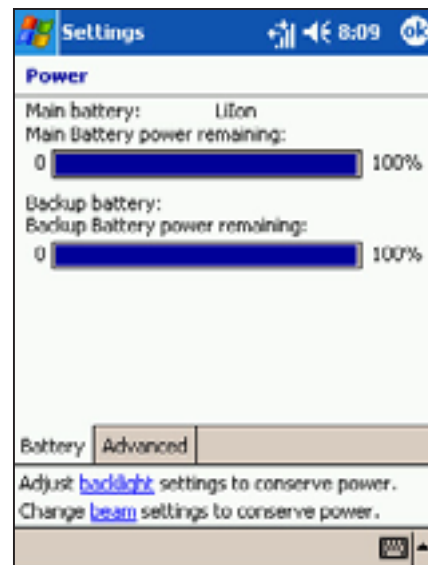
NOTE

If you charge the device battery using a notebook USB port, make sure that the notebook is connected to an AC power source.

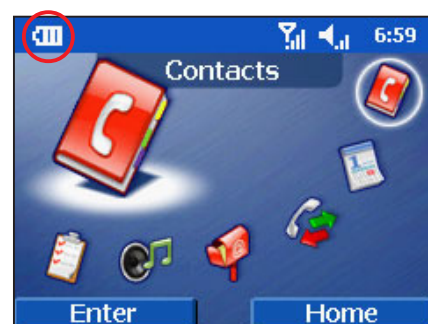
Viewing the power status

To display the power status when the device is on and the flip is open:

1. Tap , then tap **Settings**.
2. Tap the **System** tab, then tap the **Power** icon.



When the device is on and the flip is closed, a battery icon appears in the leftmost corner of the icon bar to indicate the battery power level.



SD/MMC/SDIO card installation

Your device comes with an SD card slot that accommodates either a SecureDigital™/MMC memory card or SDIO interface card.

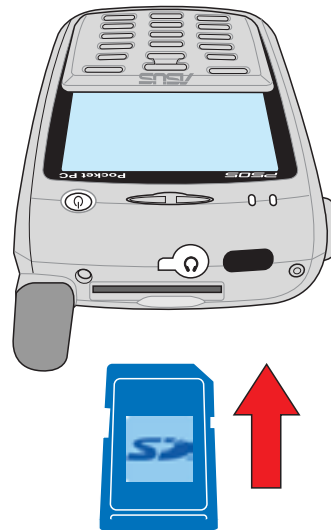
NOTE

Install an SD/MMC card (with 64 MB or more free space) if you wish to use the SmartKeeper backup application.

Installing and removing an SD/MMC/SDIO card

To install an SD/MMC/SDIO card:

1. With the label side (usually the side with the card manufacturer's name) face up, and the bar code/serial number side face down, insert the card into the slot.



CAUTION!

An SD/MMC/SDIO card fits only in one orientation, and slides smoothly into the slot if inserted correctly. DO NOT force the card into the slot!

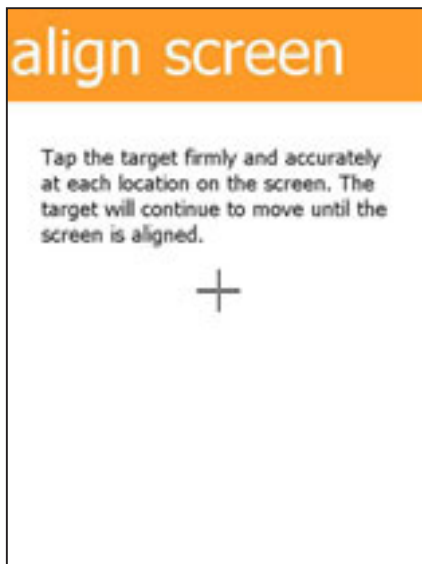
2. Push the card all the way into the slot until it fits completely. If properly installed, the card edge aligns with the top edge of the device.

To remove an SD/MMC/SDIO card:

Press the card slightly until it ejects.

Activating the P505

Press the power button to turn on the device, then open the flip. The first time you start or reset the device, the screen prompts you to re-calibrate and set the local time zone. Follow onscreen instructions to proceed.



Screen alignment



Setting the local time zone

NOTE

It is important that you properly calibrate and activate your device before using it. This process ensures accurate positioning when entering text and selecting menus.

Resetting the P505

CAUTION!

You lose all unsaved data when you **soft** reset the device. Similarly, you lose all personal information management (PIM) data (contacts, tasks, etc.) and added applications when you **hard** reset the device.

You can reset the device in case it malfunctions, or when an application hangs. You can either perform a **soft** or **hard** reset.

To **soft reset** the device, use the tip of the stylus to press the software reset switch on the left side of the device.

To **hard reset** the device, press the power button and the software reset switch simultaneously. A hard reset restores the original configuration of your device and erases all data.

Chapter 2

Learning the basics

This chapter teaches you the basic device functions. You will learn how to enter text, find and organize information, customize the device, and know the bundled utilities.

Chapter summary


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Basic P505 screens

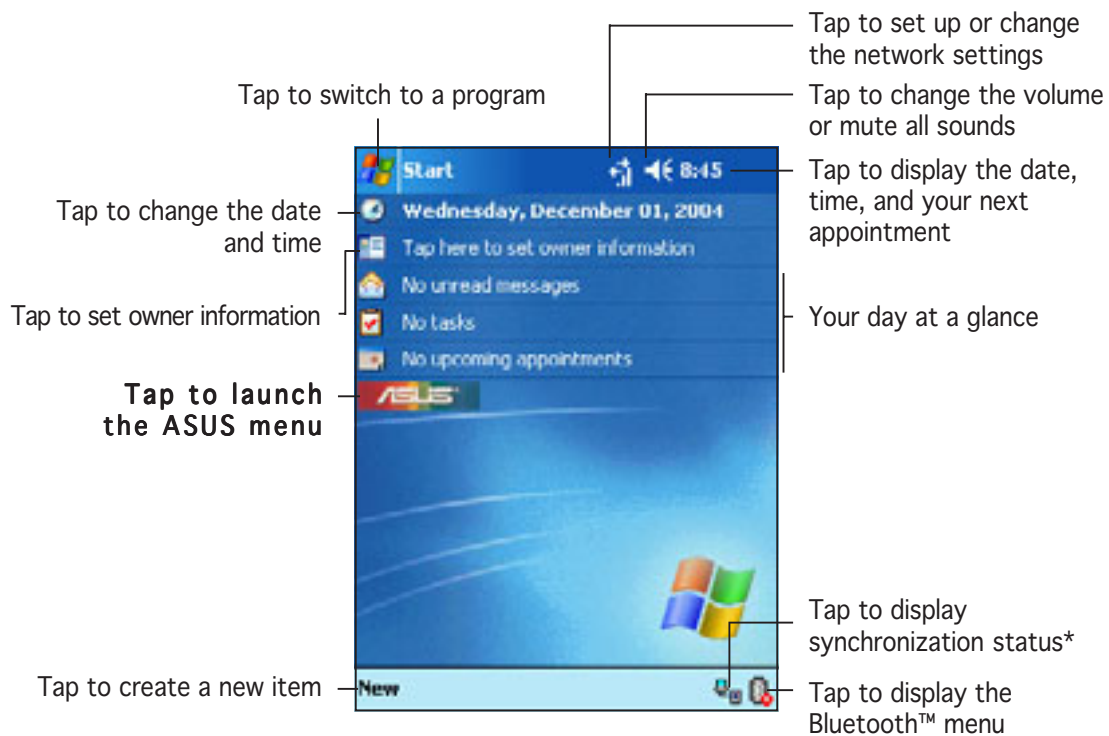
Today screen

Normally, the **Today** screen appears when you turn on your device and open the phone flip for the first time each day.

NOTE

When the device is already on and the screen displays another program, you can display the **Today** screen by tapping the  icon, then tap **Today** from the menu.

As shown in the capture below, the **Today** screen lets you see at a glance the summary of the important information for the day.




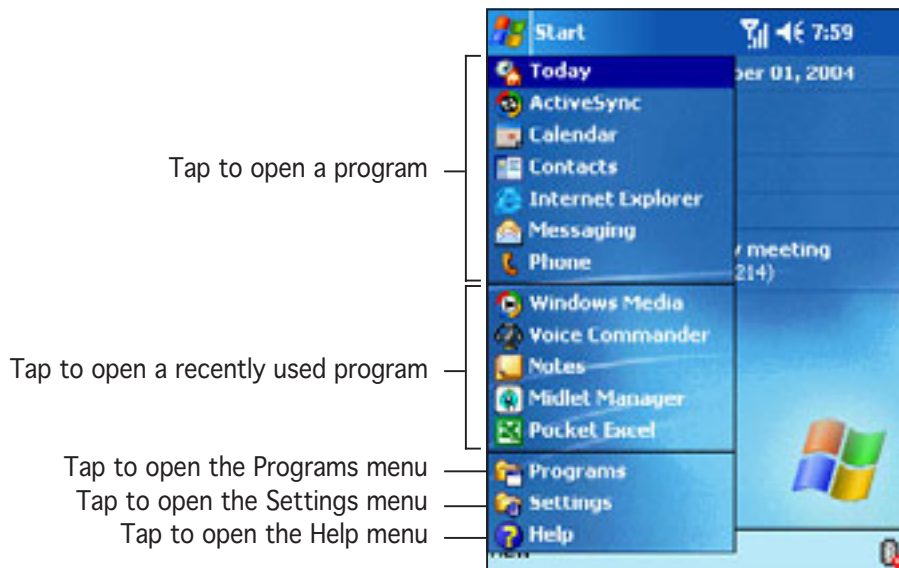
From the **Today** screen, tap any of the listed items with the stylus to display the details.

The following sections explain how to use the Start menu, ASUS Menu, modify the current tasks or activities, add new items or information, set the time and owner information, or read e-mail/MMS/SMS messages.

* The device must be in the cradle or connected to the computer via the DC/USB cable to display this icon.

Start menu

From the Start menu, you can select programs, settings, and Help topics. To display the Start menu, tap the  icon from the top of the screen.

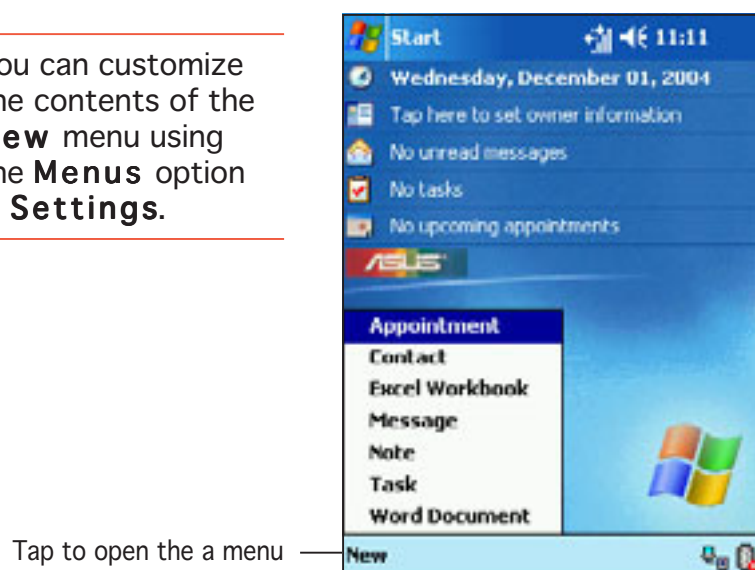


NOTE You can add or remove programs from the Start Menu using the **Menus** option in **Settings**.

New

Tap **New** at the bottom left corner of the screen to display a list of programs and tasks you can select from.

NOTE You can customize the contents of the **New** menu using the **Menus** option in **Settings**.



ASUS menu

The ASUS menu provides quick access to commonly used features and mobile applications. You can launch the ASUS menu by tapping the **ASUS** logo in the Today screen.

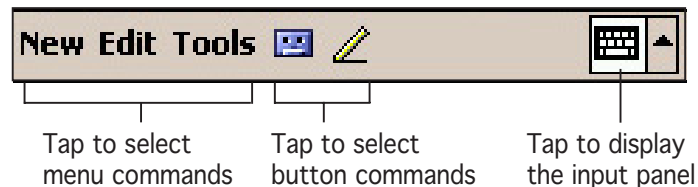


Tap an icon to launch the application.

NOTE See page 5-3 for details on how to change the ASUS menu settings.

Command bar

At the bottom of the screen is the **Command** bar. You can use the menus and buttons on the **Command** bar to perform certain tasks in an application.

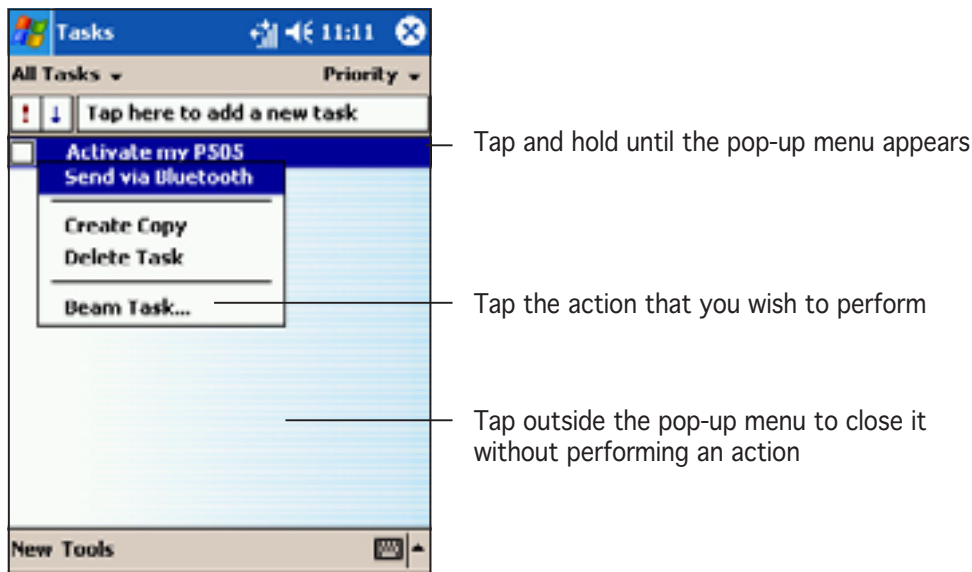


NOTE The menus and buttons vary depending on the programs you are using.

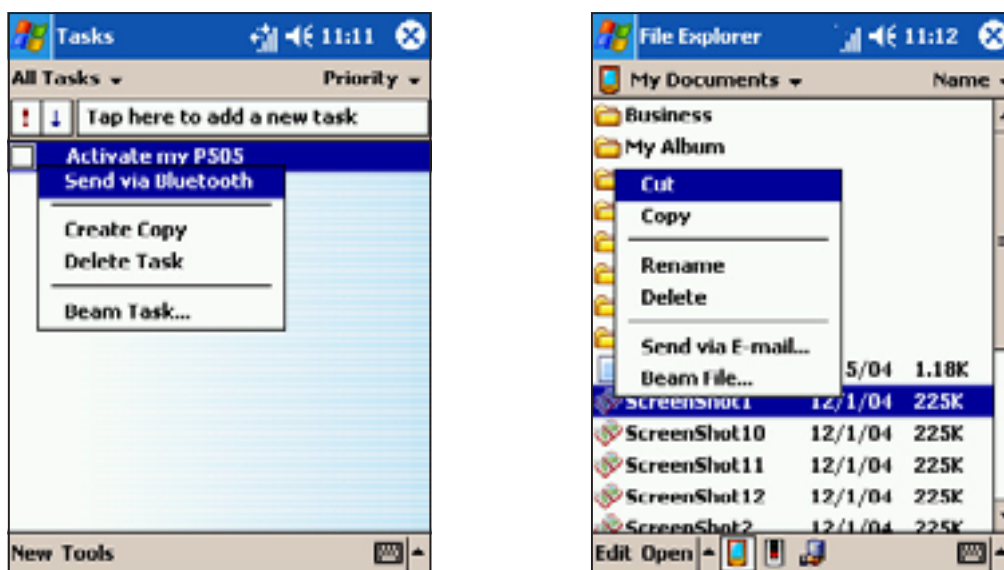
Pop-up menus

Pop-up menus often appear when you tap and hold an item to help you choose an action. The actions in the pop-up menu vary from program to program.

To access a pop-up menu, tap and hold the stylus on the item that you wish to perform action on. When the menu appears, lift the stylus, and tap the action that you want to execute. To close the pop-up menu without performing an action, tap anywhere outside the menu.



The pop-up menu items vary depending on the program or application. For example, the **File Explorer** pop-up menu includes more items than in **Tasks**.



Entering information

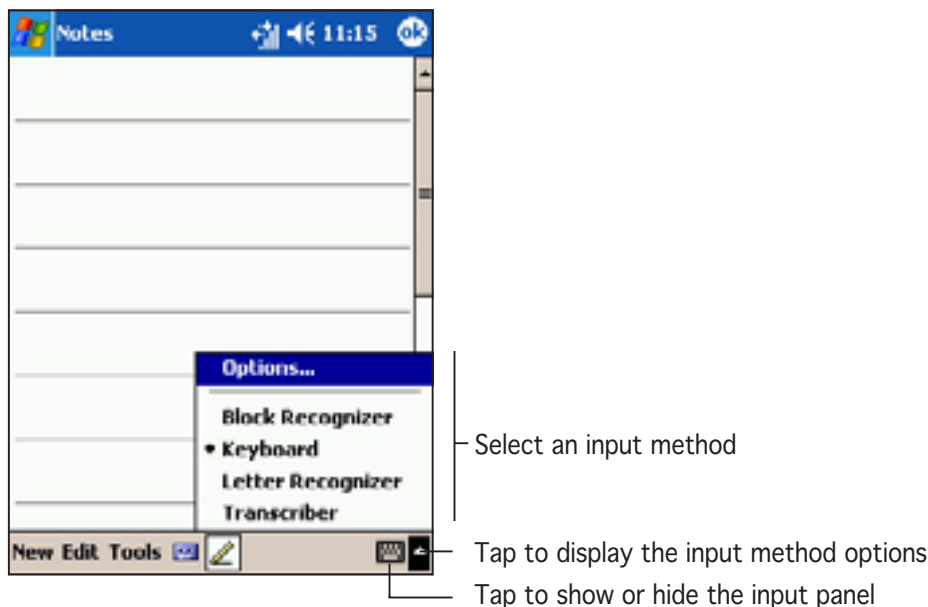
You can enter information in your device in any of the following ways.

- Use the input panel to enter text using the on-screen keyboard or the Letter Recognizer
- Write directly on the screen with the stylus
- Draw pictures on the screen
- Speak into the device microphone to record a message
- Use the Microsoft® ActiveSync® to synchronize or copy information from your desktop computer to your device

Entering text using the Input Panel

Use the Input Panel to enter information in any program on your device, you can either type using the on-screen **Keyboard** or write using the **Letter Recognizer**, **Block Recognizer**, or **Transcriber**. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap the **Input Panel** button. Tap the **arrow** next to the Input Panel button to see your options.

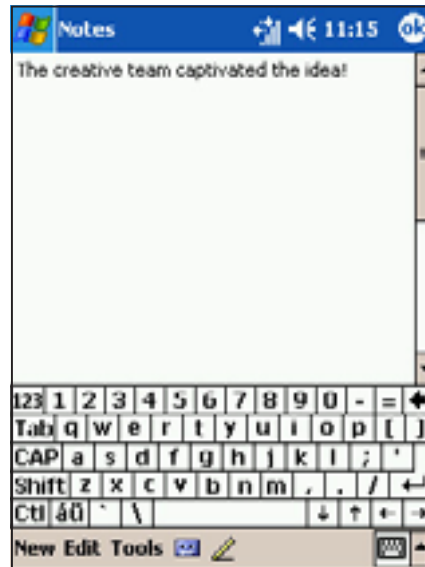
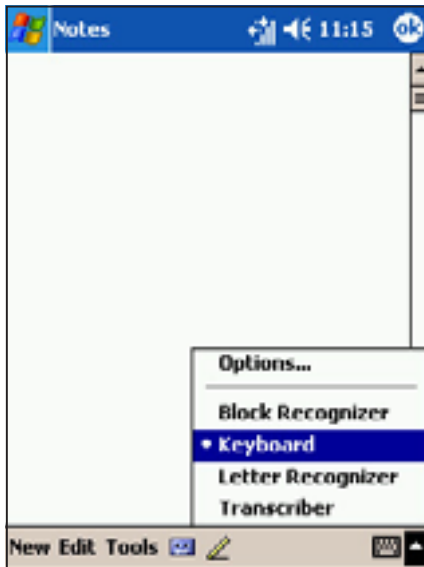


Open the **Notes** application to try out the different options for creating text.

To open **Notes**, tap **New** from the command bar, then select **Notes** from the pop-up menu.

To type with the on-screen keyboard:

1. Tap the arrow next to the Input Panel button, then tap **Keyboard**.
2. Tap the keys with the stylus to enter information.





3. When finished, tap  to save the file.

When you use the Input Panel and the on-screen keyboard, your device predicts the word you are typing and displays it above the Input Panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your device, the more words it learns to predict.



Tap here if this is the word you wish to use

To change the settings for word completion:

1. Tap .
2. Tap **Settings**.
3. Tap **Personal** tab.
4. Tap **Input**.
5. Tap the **Word Completion** tab.
6. Make your desired changes.
7. Tap  to save your changes.

To use Letter Recognizer:

With the Letter Recognizer, you can write letters on the screen with the stylus as you would on paper.

1. Tap the arrow next to the Input Panel button, then tap **Letter Recognizer**.
2. Write a letter or a number in the appropriate on-screen area.
When you write a letter, it is converted to a typed text that appears on the screen. If the device has trouble recognizing a character, tap on the question mark next to the writing area and follow the on-screen instructions to see how to write that character.

To use Block Recognizer:

With the Block Recognizer, you can input character strokes that are similar to those used on other devices.

1. Tap the arrow next to the Input Panel button, then tap **Block Recognizer**.
2. Write a letter or a number in the appropriate on-screen area.
When you write a letter, it is converted to a typed text that appears on the screen. If the device has trouble recognizing a character, tap on the question mark next to the writing area and follow the on-screen instructions to see how to write that character.

To use Transcriber:

With Transcriber, you can use the stylus to write anywhere on the screen as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or additional information. Pause after writing and let Transcriber convert the written characters to typed characters.

1. Tap the arrow next to the Input Panel button, then tap **Transcriber**.
2. Write anywhere on the screen.

For instructions and demonstration on using Transcriber, with Transcriber open, tap the **question mark** in the lower right corner of the screen.

To edit typed text:

1. Select the text that you wish to edit using either one of the following:
 - drag the stylus over the text
 - tap twice to select a word
 - tap three times to select a paragraph
2. Tap **Edit** on the Command bar and select an action, or use one of the tools in the Input Panel.

Writing on the screen

In any application that accepts writing, such as **Notes**, and in the notes tab in **Calendar**, **Contacts**, and **Tasks**, you can use the stylus to write directly on the screen, like writing on a piece of paper. You can edit and format what you have written and convert the information to text at a later time.

To write on the screen:

1. Open the **Notes** program.
2. Tap the **Pen** button to switch to the writing mode. The screen displays blank space with lines to help you write.
3. Write your text.



Tap the Pen button and use your stylus like a pen

NOTE

Some applications that accept writing may not have the Pen button. See the documentation for that application to find out how to switch to writing mode.

To edit your writing:

1. With the Pen button highlighted (i.e. not in writing mode), tap and hold the stylus next to the text that you wish to select until the insertion point appears.
2. Without lifting, drag the stylus across the text to select it.
If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping the **Pen** button to deselect it, then dragging the stylus across the screen.
3. Tap **Edit** on the Command bar and select an action, or use one of the tools in the Input Panel to enter a new text.

To select a zoom level:

- Tap **Tools**, then tap a zoom percentage from the options.

To convert writing to text:

1. Tap **Tools**, then select **Recognize**.



The writing is turned into text

2. If the conversion is correct, tap  to save your note.

If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing.

1. Tap and hold the incorrect word.
2. When the pop-up menu appears, tap **Alternates** to display a list of alternate words for the selection.
3. Tap the word that you want to use, or tap the writing at the top of the menu to return to the original writing.



Writing recognition tips

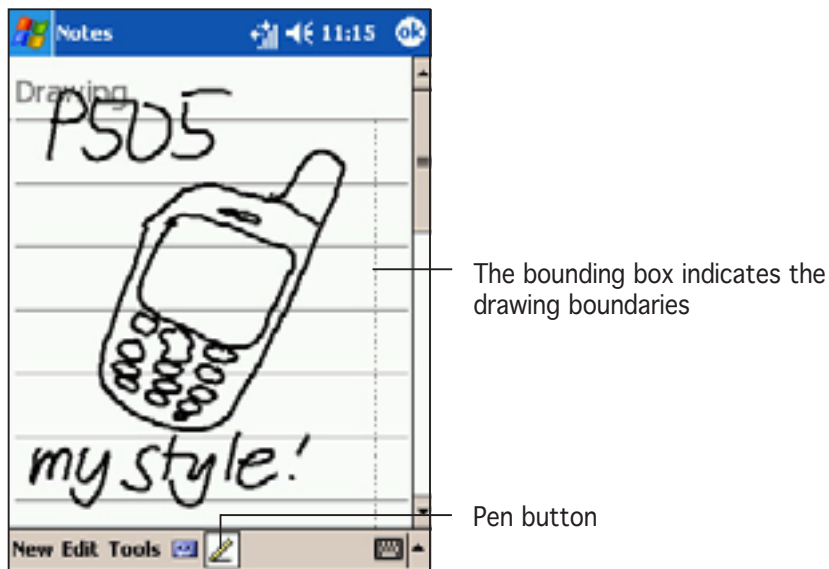
- Write neatly.
- Write on the line and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the Tools menu.
- Do not spread the letters of a word, keep the letters relatively close to each other so that the device can easily tell where the words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it after the word has been recognized, the writing that you added will be included when you try to recognize the writing again.

Drawing on the screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

To create a drawing:

1. Use the stylus to create a drawing three ruled lines high. A bounding box appears around the drawing.
2. Start another drawing within the bounding box, then end the drawing outside the bounding box. The bounding box expands to include the new drawing.



NOTE

To easily work on or view your drawing, change the zoom level by tapping **Tools** and selecting your desired level.

To edit your drawing:

1. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** button, then drag to select the drawings you want.
2. Tap and hold the selected drawing, then tap an editing command on the pop-up menu or tap a command on the Edit menu.
3. Resize the drawing by deselecting the **Pen** button (if selected) and dragging a selection handle to your desired size.


Recording a message

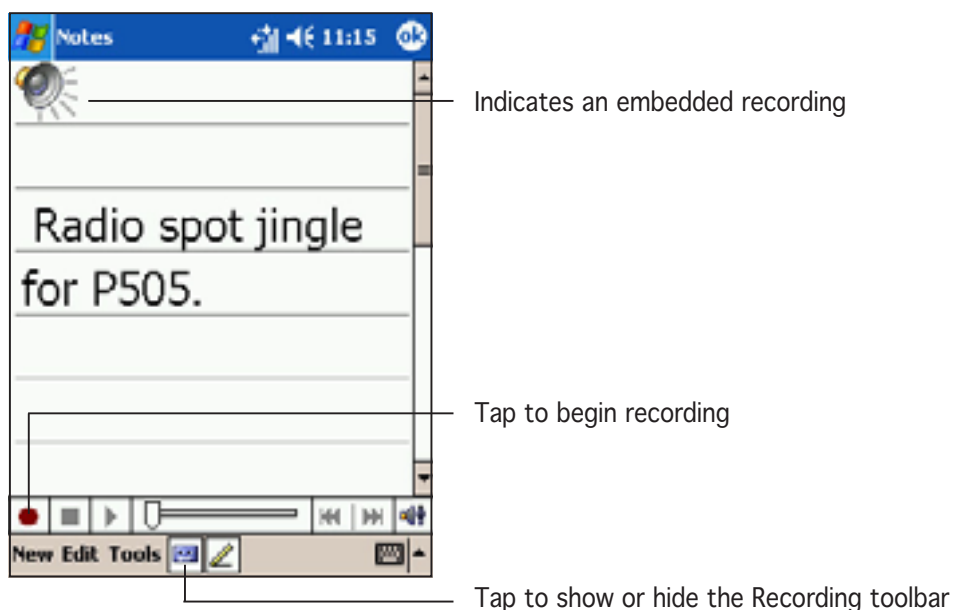
In any application where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message.

In **Calendar**, **Tasks**, and **Contacts**, you can include a recording in the **Notes** tab. In the **Notes** program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first.

In the **Messaging** program, you can add a recording to an MMS or e-mail message.

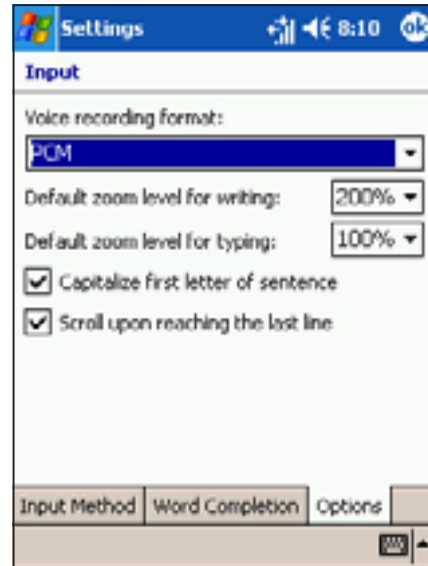
To create a recording:

1. Tap , then tap **Notes** or Tap **New**, then **Notes**
2. Tap the **Record icon** from the command bar to display the recording toolbar.
3. Tap the **Record button** (red button) to begin recording.
4. Hold your device with the microphone near to the source of what you are recording.
5. To stop recording, tap the **Record** button. You will hear two beeps. The new recording appears in the Note list, or as an embedded icon.
6. To play the recording, tap it from the list, or if embedded in a note, tap the speaker icon.

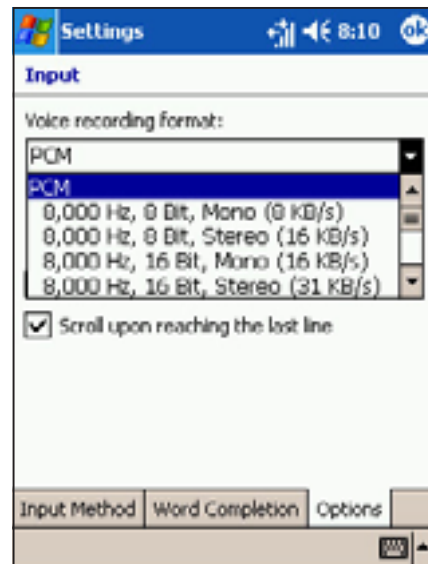


To change the recording format:

1. In **Notes**, tap **Tools**, then **Options**.
2. Tap the **Global Input Options** link.
3. Tap the **Options** tab.



4. Tap the **Voice recording format** field to display available recording formats, then select from the list.

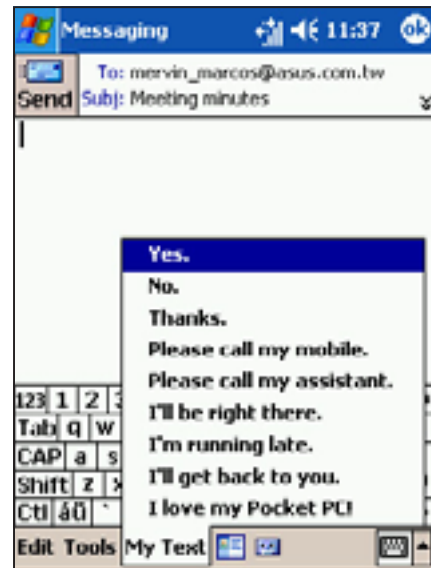


Notes on recording formats

- **GSM** is a 2.4KB audio codec. It is the recommended format because it provides good voice recording and less storage space.
- **Pulse Code Modulation (PCM)** provides slightly better sound quality but takes up 50 times more storage space than GSM recordings.

Using a preset message

When composing e-mail, MMS, or SMS messages, or when using MSN Messenger, use **My Text** to quickly insert preset or frequently used messages to the text entry area. To insert a message, tap **My Text** and tap your desired message.



To edit a preset message:

1. Tap **Tools**, then **Edit My Text Messages**.
2. Select a message and make your desired changes.




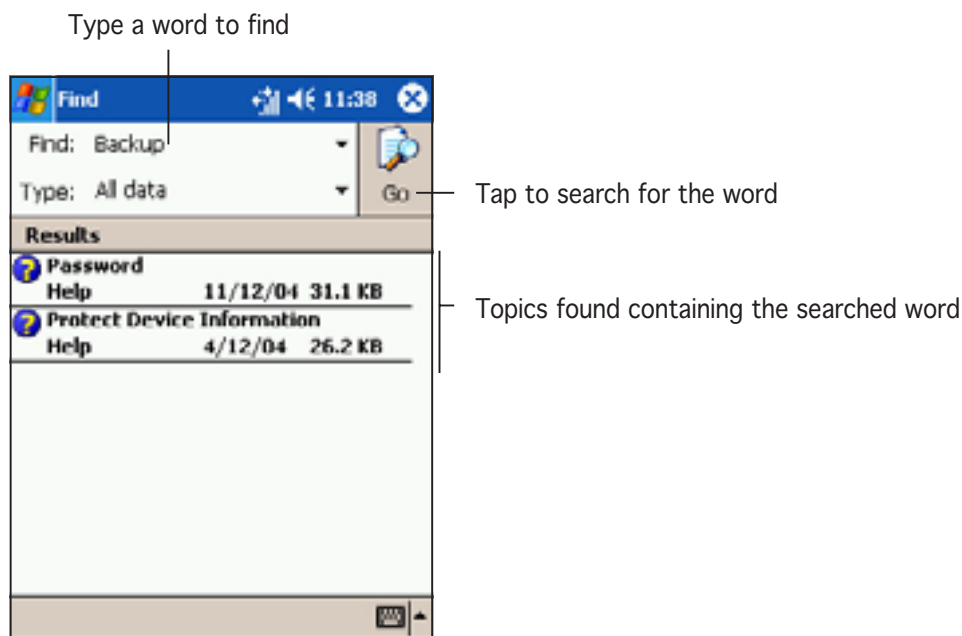
Finding and organizing information

The **Find** and **Help** features on your device helps you quickly locate information.

Using Find


To find information:

1. Tap , tap **Programs**, then tap **Find**.
2. Enter the text that you want to find, select a data type, then tap **Go** to start the search. To quickly find information that is taking up space on your device, select **Larger than 64 KB** in Type.



Using Help


To use the Help feature:

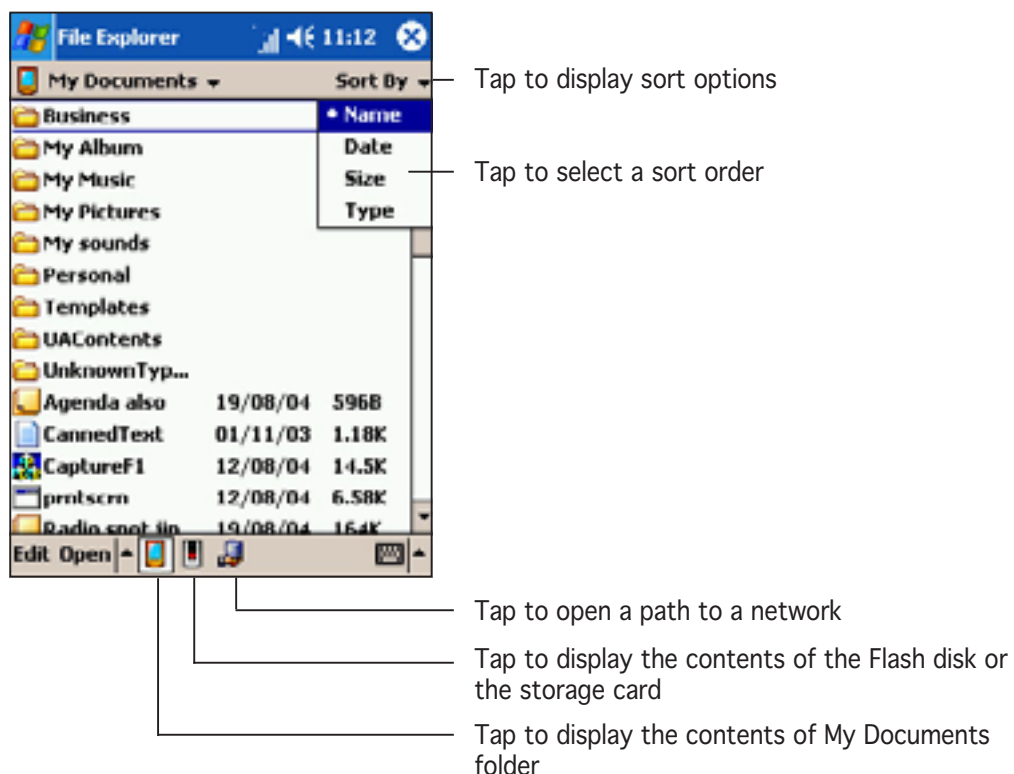
1. Tap , then tap **Help**.
2. Tap a link to the topic that you wish to display.



Using the File Explorer

To use the File Explorer to find and organize files:

1. Tap , then tap **Programs**.
2. In the Program screen, tap the **File Explorer** icon to display the files in your device.




Customizing your device

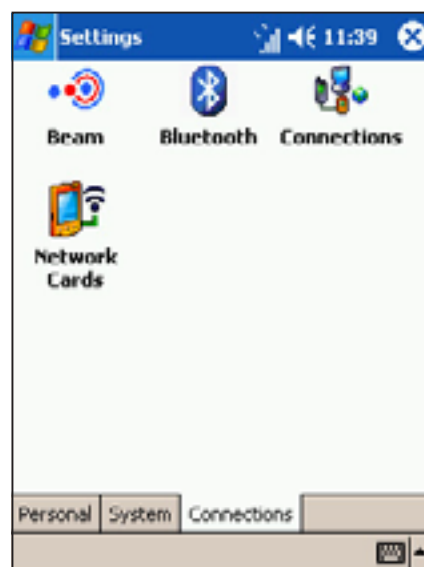
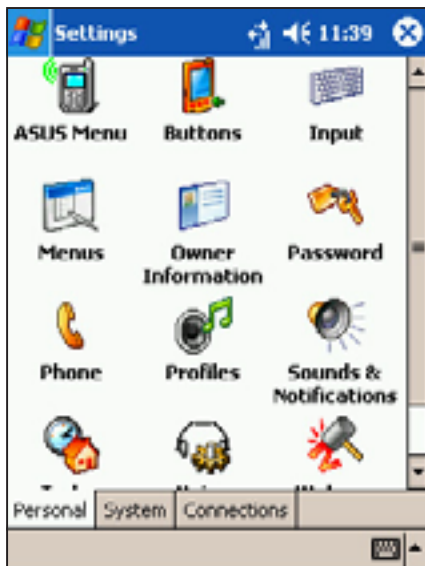
You can customize your device by adjusting the settings, using the built-in programs, and installing additional software applications.

Adjusting settings

You can adjust the device settings to your preference.



To adjust the device settings:

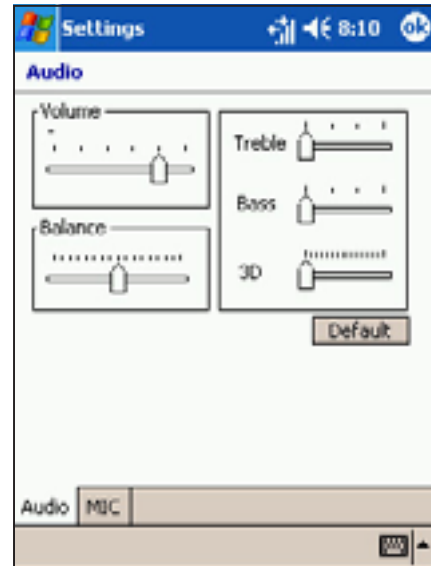
1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **Personal**, **System** or **Connections** tab on the bottom of the screen.





Changing system settings

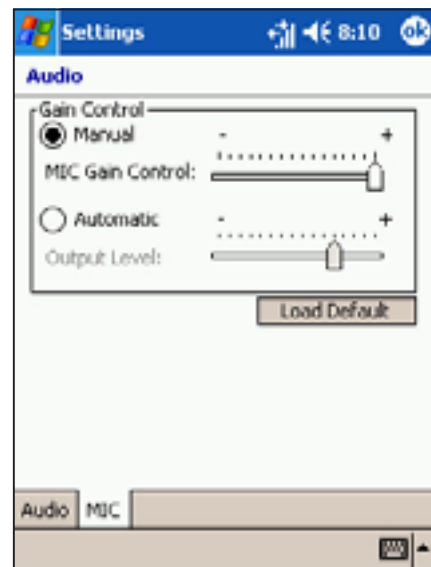
To change the audio settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Audio** icon.
3. Use the stylus to move the **Volume**, **Balance**, **Treble**, **Bass**, and **3D** sliders to your desired settings.
4. Tap  to save the changes and to close the screen. Otherwise, click **Default** to revert to the original settings.




To change the microphone settings:


1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Audio** icon.
3. Tap the **MIC** tab.
4. Tap the **Manual** option, then move the slider to the desired microphone gain.
5. Tap  to save the changes and to close the screen. Otherwise, click **Load Default** to revert to the original settings.



To change the backlight settings:



1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Backlight** icon.

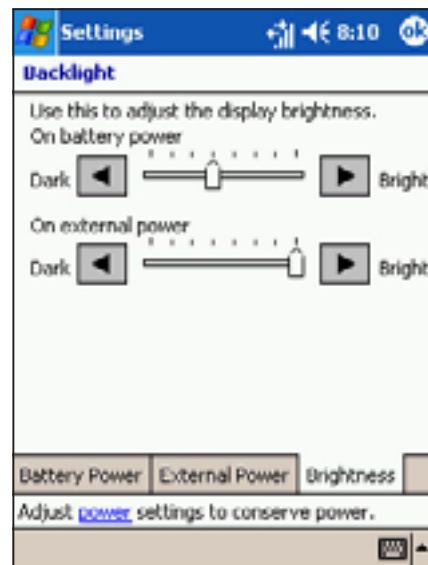
The screen displays the backlight settings when you are using the battery power.

Tap the **External Power** tab to adjust the backlight settings when using external power,
3. Adjust the backlight settings, then press .



To adjust the backlight brightness:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Backlight** icon.
3. Tap the **Brightness** tab.
4. Adjust the brightness settings when the device is on battery or external power, then press .

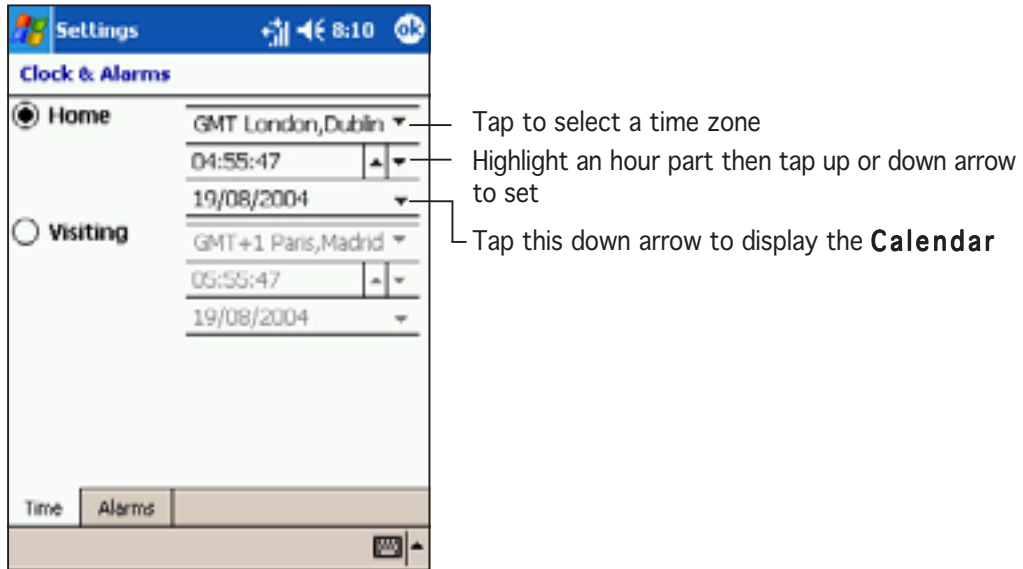


NOTE

Turning off the backlight when the device is not in use or using a lower level of display brightness saves battery power and improves battery life.

To change the date and time settings:

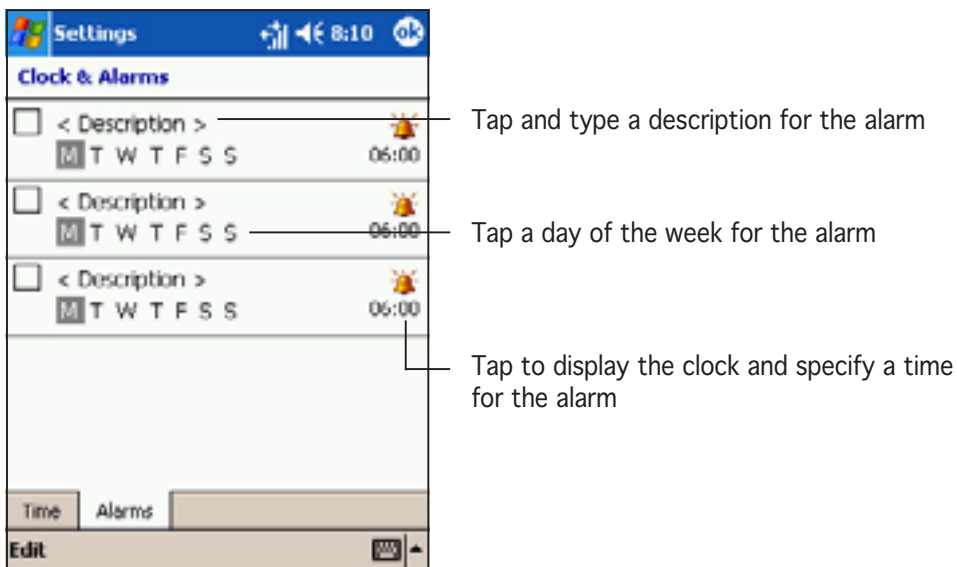
1. Tap **Settings**, then the **System**.
2. Tap the **Clock & Alarms** icon.
3. Make your desired settings.





NOTE When travelling, setting the home and visiting time zones ensures that synchronized appointments and messages appear correctly.

To change the alarm settings:

1. Tap **Settings**, then the **System**.
2. Tap the **Clock & Alarms** icon, then the **Alarm** tab.
3. Make your desired settings.





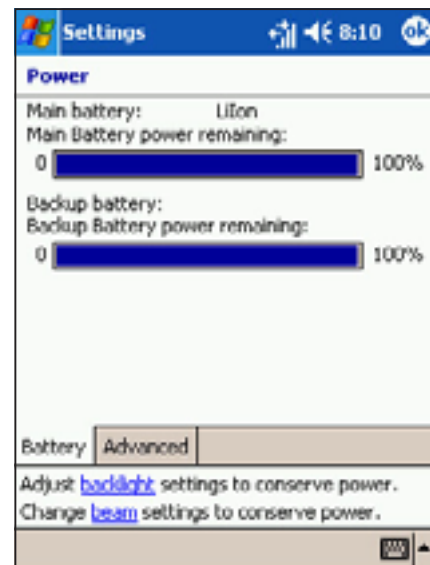
To view the device memory:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Memory** icon to view the main memory information.
3. Tap the **Storage Card** tab to view the storage card memory, if available.
4. Tap the **Running Programs** tab to view and/or stop applications currently running on the device.
5. Tap  to return to the previous window.



To view the device power:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Power** icon to view the battery power information.
3. Tap the **Advanced** tab to adjust the power settings.
4. Tap  to return to the previous window.





NOTE

You can save battery power by:



1. Turning off the backlight when the device is not in use.
2. Decreasing the display brightness level.
3. Switching the processor to power saving mode.
See page 2-28 for details.

To change the regional settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Regional Settings** icon.
3. Tap any from the five tabs at the bottom of the display to adjust the region, number, currency, time, and date settings.
4. Tap  to return to the previous window.



To remove a program from your device:



1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Remove Programs** icon.
3. From the list, select the program you wish to remove, then tap **Remove**.
4. Tap  to return to the previous window.



NOTE

Take caution when removing programs from your device. You may not be able to restore the program after removing it.

To change the screen settings:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **Screen** icon. The window shows the align screen settings. Refer to the next section for details.
3. Tap the **Clear Type** tab to enable Clear Type. Clear Type smoothens the screen font edges.
4. Tap  to return to the previous window.



To align the screen:


1. Tap the **Align Screen** button , on the **Screen** window. An **Align Screen** window appears.
2. Tap the centre of the target accurately. The target moves from one location to another. Continue tapping the centre of the target until the screen alignment is finished. The window returns to the **Screen** window.



NOTE

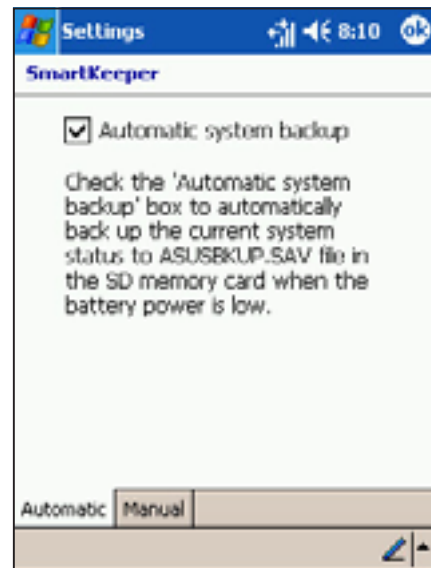
Perform a screen alignment if the screen does not respond correctly to stylus taps.

To change the SmartKeeper utility settings:



1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **SmartKeeper** icon. The window shows the general screen settings.
3. Check the **Automatic system backup** option to allow SmartKeeper to backup your files and programs to the SD card automatically when the battery is low.

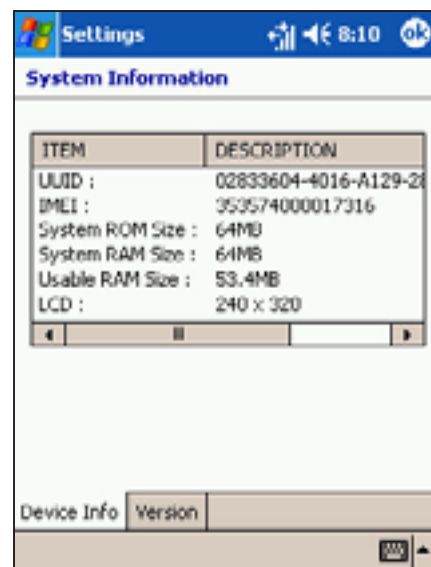
Tap the **Manual** tab to manually backup or restore your files and programs. See page 2-27 for details.

4. Tap  to return to the previous window.




To view the system information:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **System Information** icon. The window shows the device information.
3. Tap the **Version** tab to display the device firmware and programs version
4. Tap  to return to the previous window.



To change the device CPU mode:

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **System Settings** icon. The window displays the device **CPU Mode** information.
3. Select the Run Mode you want the processor to run by tapping the circle preceding the option. See table below.



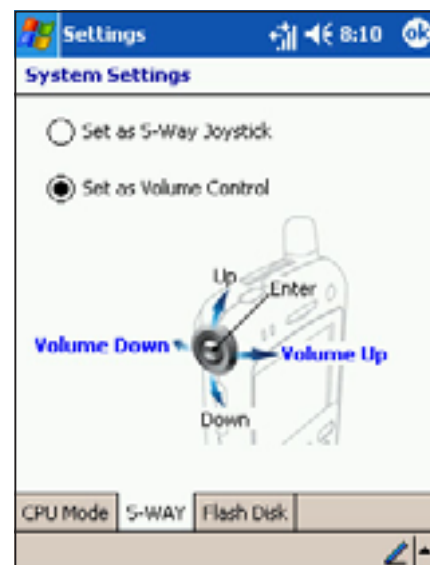
Mode	Description
Turbo Mode	Select this mode when playing videos or games on your device. This mode increases the processor speed to 400 MHz, thus reducing battery life.
Standard Mode	Use this mode when listening to MP3 audio files.
Power Saving Mode	Use this mode when using text-based applications. This mode uses a lower processing speed, thus extending battery life.
Automatic Mode	Sets the processing speed according to the application you are running. This is the default mode.

4. Tap  to return to the previous window.



5-way joystick functions

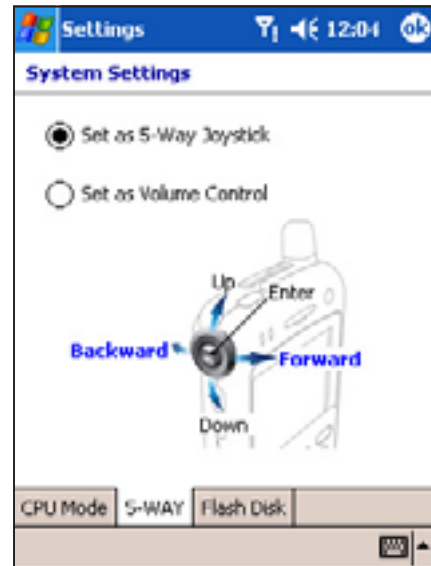
By default, the 5-way joystick allows you to control the device volume settings by pressing it backward or forward. See page 5-19 for details.

You can also change the 5-way joystick function to directional navigator using the following instructions.




To change the 5-way joystick function:

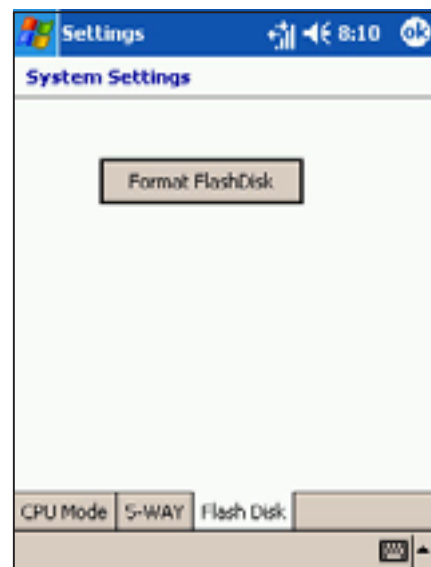
1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **System Settings** icon.
3. Tap the **5-WAY** tab to display the current function of the 5-way joystick.
4. If you want to use the joystick as directional navigator, tap the circle preceding the option **Set as 5-Way Joystick**. Refer to the illustration for the directional functions.
5. Tap  to save your settings and return to the previous window.



To format the flash disk:

CAUTION! The **Flash Disk** is the 64 MB Read-Only Memory (ROM) chip that stores the operating system. Formatting erases all data in the flash disk.

1. Tap , then tap **Settings** to display the **Settings** screen.
2. Tap the **System** tab, then tap the **System Settings** icon.
3. Tap the **Flash Disk** tab, then tap the **Format Flash Disk** button.






Customizing personal settings

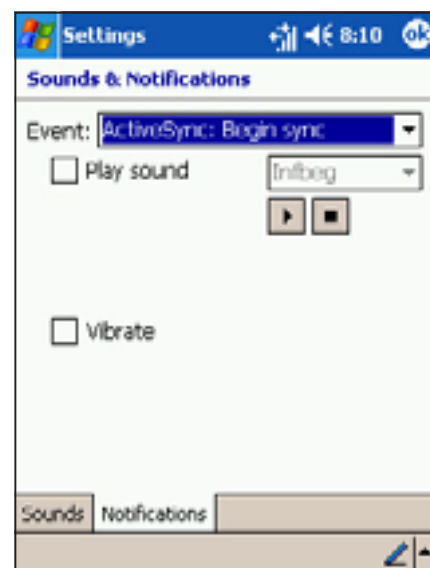
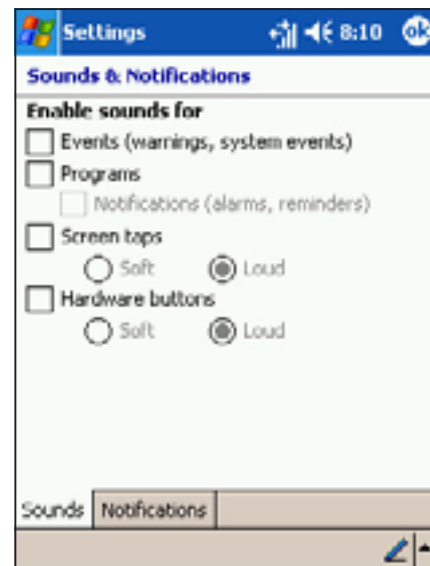
Selecting sounds and notifications

Your device can remind you of things you have to do in several ways. For example, if you have set up an appointment in **Calendar**, a task with a due date, or an alarm in **Clock & Alarms**, you will be notified in any of the following ways.

- A message box appears on the screen
- A sound is played (you can select the type of sound)
- A light flashes on the device

To choose the reminder types and sounds:

1. Tap , then tap **Settings**.
2. From the **Settings** screen, tap the **Sounds and Notifications** icon to display the **Sounds** screen.
3. Adjust the items to your desired settings, then tap  to save your settings and return to the previous window.
4. Tap the **Notifications** tab and set the event notification details.
5. Tap  to save your settings and return to the previous window.





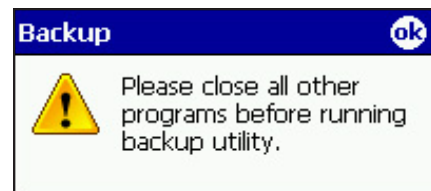
Backing up your data

Besides the SmartKeeper application that allows you to back up all your data, the device also includes the **Backup** utility that lets you back up your system files and/or data contained in the main system memory.



Unlike the SmartKeeper application's automatic backup feature that backs up the entire system status (system and data) into one backup file, The **Backup** utility allows you to **manually** create separate backup files for your system files and data files. You may even categorize the data files and place into different folders.

To access the Backup utility:

1. Tap , then tap **Programs**.
2. Tap the **Backup** icon.
A message appears asking you to stop other programs before running the backup utility.
3. Tap  and stop all running programs.



To stop all running programs:

1. Tap , then tap **Settings**.
2. Tap the **System** tab, then tap the **Memory** icon.
3. On the Memory screen, tap the **Running Programs** tab.
4. Tap the **Stop All** button, then tap .



NOTE

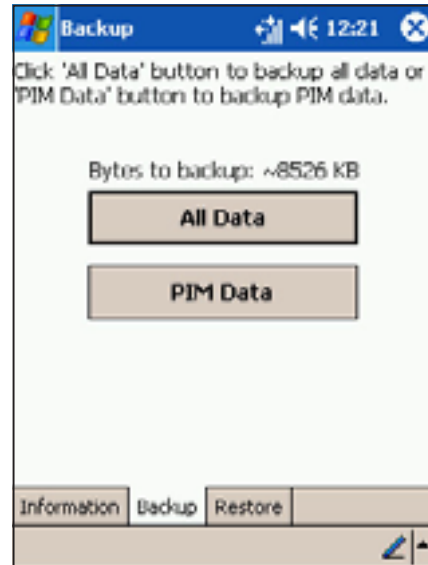
Read the notes in the **Information** tab of the backup screen before you backup your data or PIM. See the online help on your device for online instructions on backing up or restoring data.

To back up all data on your device:

1. Return to the Programs screen and tap the **Backup** icon.
2. Tap the **Backup** tab on the Backup screen.
3. Tap **All Data** button to back up all data on your device.

NOTE

You need to insert an SD/MMC memory card if you wish to save your backup file on SD/MMC. Otherwise, you can save the backup file into the Flash Disk*.



4. In the Backup File screen:
 - specify a **file name** for the backup
 - specify the **folder** in which to store the backup file (optional)
 - select the storage device (**Flash Disk*** or **SD card**) where you wish to save your backup file
5. Tap **OK** to start the backup process.



NOTE

* The **Flash Disk** is the 64 MB Read-Only Memory (ROM) chip that stores the operating system. The flash disk has more or less 10 MB of free space that you can use to save or back up data from your device. Data saved on the flash disk are permanently stored even after you hard reset the device.

6. The screen shows the status of the backup process. When done, a message appears indicating that the backup is complete, and shows the total size of the backed up files.

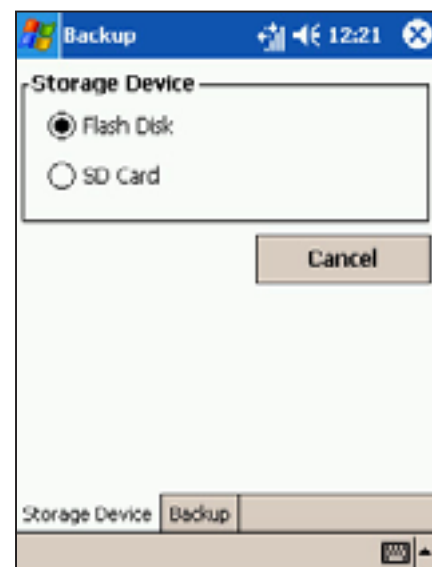
In case the program fails to back up any items, it will show the items on the screen.

7. Tap .

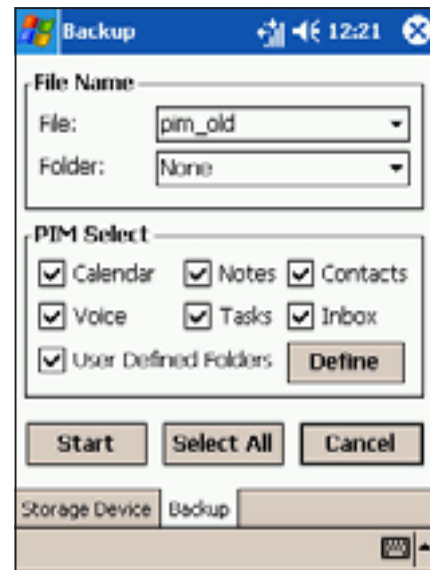


To back up only PIM data on your device:

1. On the Backup screen, tap **PIM Data** button to back up only the personal information management (PIM) data on your device.
2. Select the storage device (**Flash Disk** or **SD card**) where you wish to save your backup file.
Tapping **Cancel** returns you to the previous screen.
3. Tap the **Backup** tab.




4. Type a name for your backup file and the folder where you wish to place it. You may opt not to specify a folder.
5. Check the boxes opposite the items that you wish to back up, or tap **Select All** to select all listed items.



If you checked the box **User Defined Folders**, tap **Define** to specify the folders that you wish to include in the backup file, then tap **OK**.


6. Tap **Start** to begin the backup process.



7. When the backup process is complete, the screen displays the message "Complete" and a list of all the backed up items.
8. Tap .



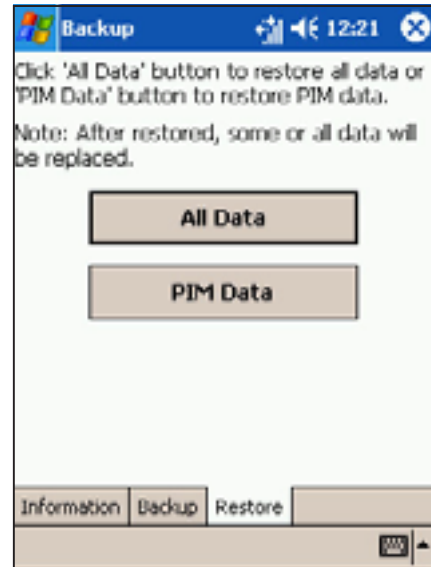
To restore all data:

1. Tap , then tap **Programs**.

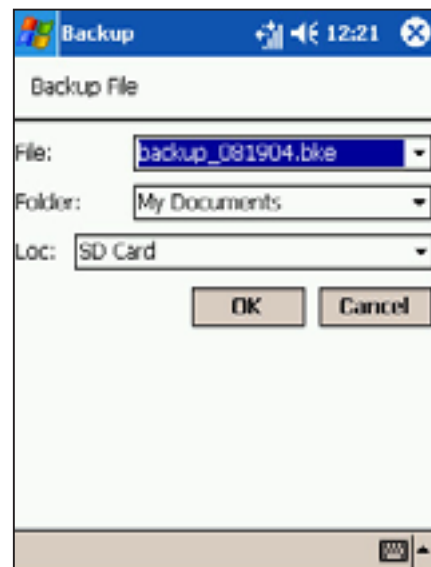
NOTE


If you saved your backup file into an SD/MMC memory card, you need to insert that SD/MMC memory card to the SD card slot before restoring the data. Otherwise, you will receive the message “No storage devices are found!”

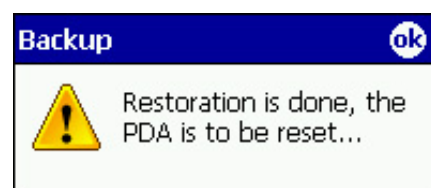
2. On the Programs screen, tap the **Backup** icon. Stop all running programs when prompted.
3. Tap the **Restore** tab on the Backup screen.
4. Tap **All Data**.



5. In the Backup File screen:
 - select the backup **file name** (tap the arrow to list down other backup files, if any)
 - select the **folder** that contains your backup file (optional)
 - select the storage device (**Flash Disk** or **SD card**) where you stored your backup file

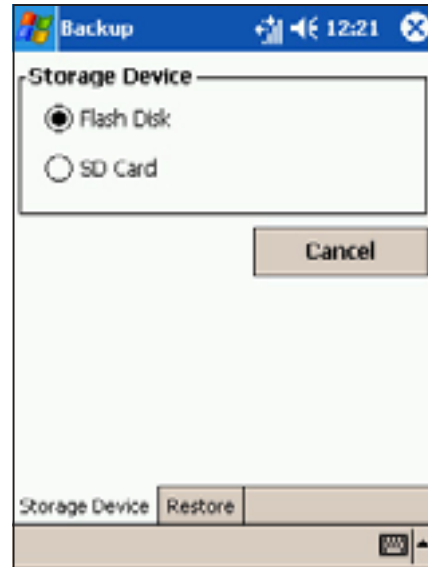


6. Tap **OK** to start the restore process.
7. When the restoration is done, a message appears prompting you to reset the device.
8. Tap  to reset.



To restore PIM data:

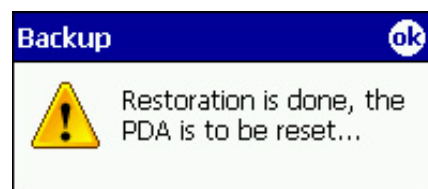
1. On the **Restore** tab, tap **PIM Data** instead of All Data.
2. When prompted, select the storage device (**Flash Disk** or **SD card**) where you stored your backup file.
Otherwise, tap **Cancel** to return to the previous screen.
3. Tap the **Restore** tab.



4. Select the backup **file name** (tap the arrow to list down other backup files, if any).
5. Check the boxes opposite the items that you wish to restore, or tap **Select All** to select all listed items.
If you checked the box **User Defined Folders**, tap **Define** to specify the folders that you wish to restore, then tap **OK**.
6. Tap **Start** to begin the restore process.




7. When the restoration is done, a message appears prompting you to reset the device.
8. Tap **ok** to reset.



Other applications

Your device includes the most common Windows® applications and more.

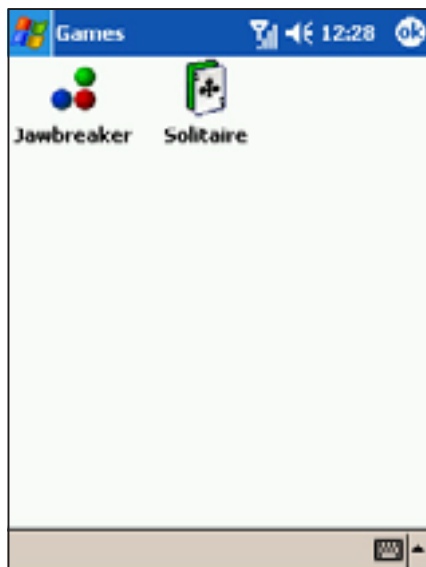
To access programs:

1. Tap , then tap **Programs**.
2. Tap any of the icons to launch a specific application program.



Games

Tap the **Games** icon to display the available games.



Calculator

Tap the **Calculator** icon to use the calculator.



Camera

Tap the **Camera** icon to launch and use the built-in camera. Refer to the “Multimedia features” chapter for details.



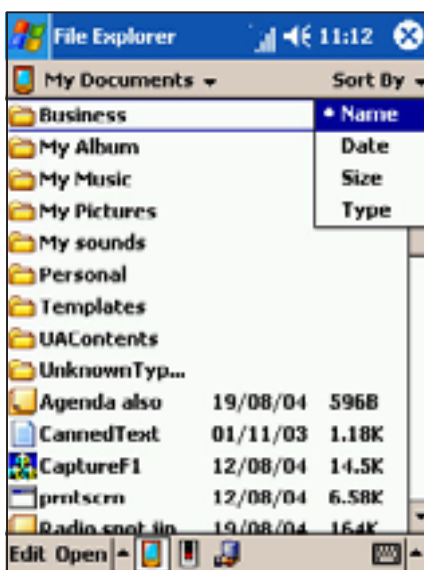
Conference

Tap the **Conference** icon to start a call conference. Refer to the “Phone features” chapter for details.



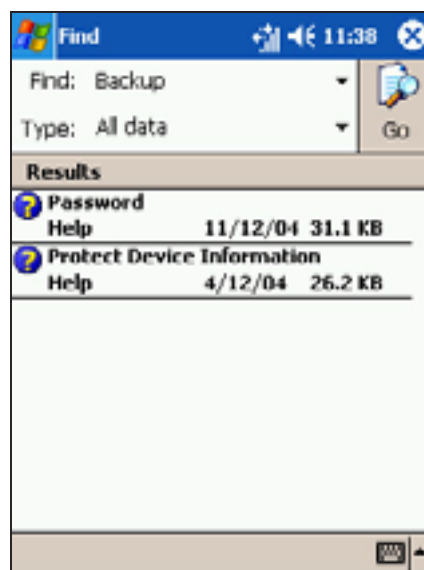
File Explorer

Tap the **File Explorer** icon to access or find your files. See page 2-19 for details.



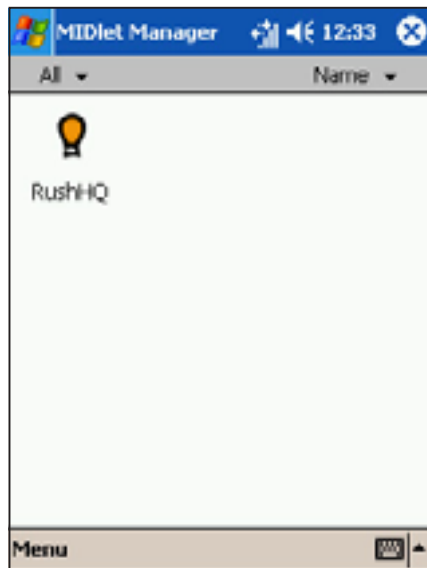
Find

Tap the **Find** icon to find files, folders, or programs in your device. See page 2-18 for details.



MIDlet Manager

Tap the **MIDlet Manager** icon to install, view, or launch Java programs and applications.



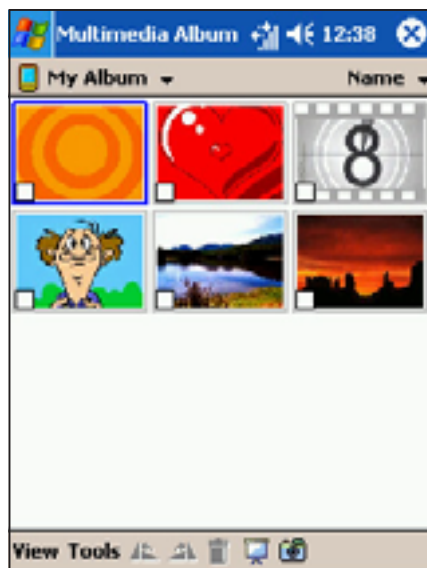
MSN Messenger

Tap the **MSN Messenger** icon to set up the MSN Messenger.



Multimedia Album

The **Multimedia Album** allows you to explore, display, edit, or share photos, graphics, audio, and animations via e-mail, MMS, or beam.



Notes

The **Notes** window allows you to create or record notes and send them via e-mail or beam.

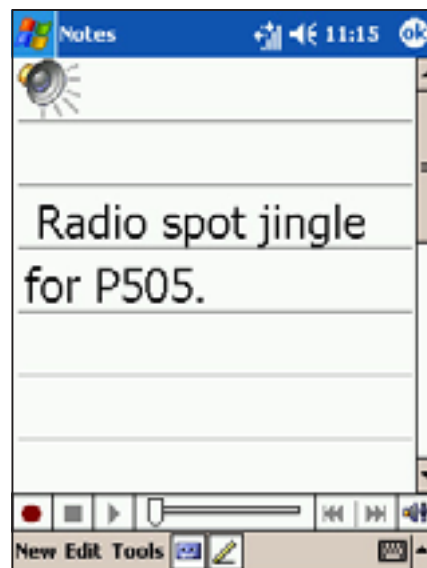


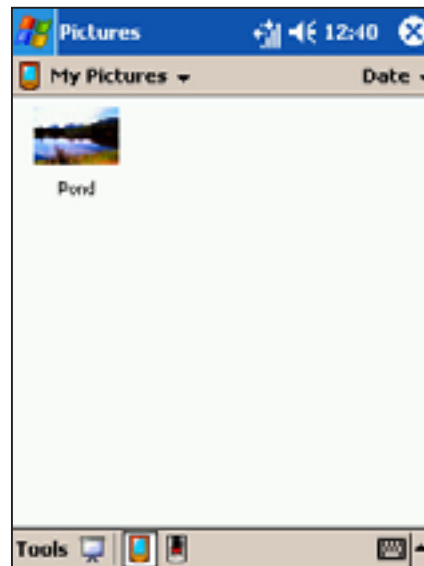
Photo Contacts

The **Photo Contacts** window allows you to add photos to contacts saved in your device or SIM phonebook.



Pictures

This window allows you to view, edit, and manage pictures saved in your device or in the SD/MMC memory card.



Pocket Excel

The **Pocket Excel** application allows you to create spreadsheets in your device.



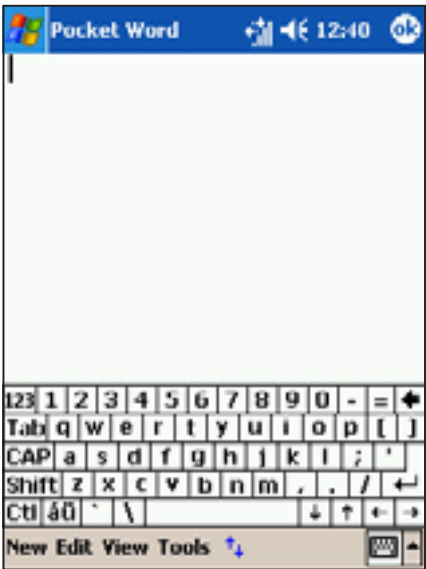
Pocket MSN

The **Pocket MSN** allows you to browse Internet pages and connect to the Pocket MSN website.



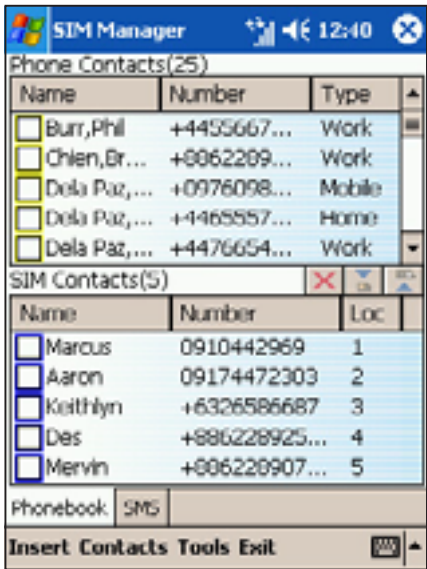
Pocket Word

The **Pocket Word** application is the PDA version of the Microsoft® Word. Use this application to create, share, or send documents.



SIM Manager

The **SIM Manager** application allows you to view, add, and manage contacts in your device or SIM phone book.



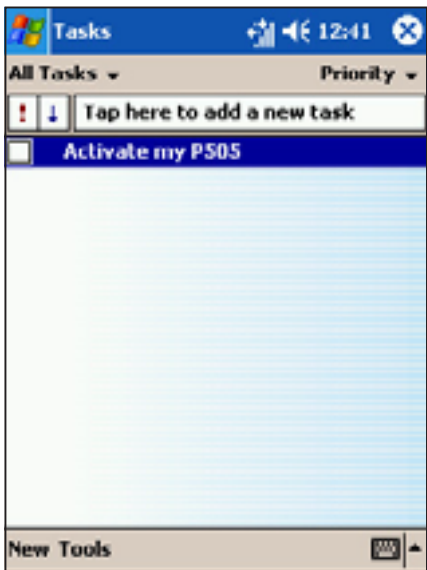
STK

The **STK** window displays the value-added services offered by your phone operator.



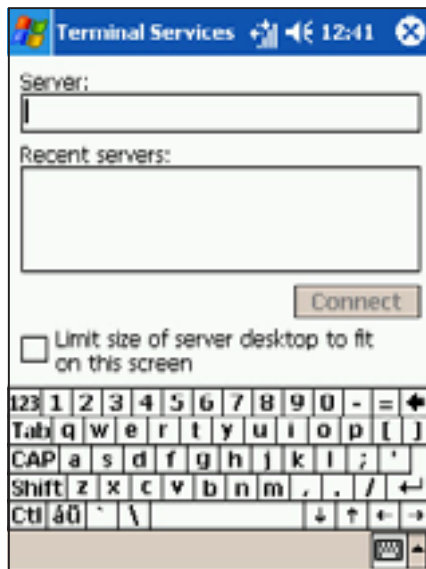
Tasks

The **Tasks** allows you to set and prioritize task schedules and reminders.



Terminal Services

The **Terminal Services Client** allows you to connect to a terminal server.



Voice Commander

Tap the **Voice Commander** icon to launch the Voice Commander application. Voice Commander allows voice dialing and voice commands.



Windows Media Player

The **Windows Media Player** allows you to play video and audio files on your device.



Adding or removing programs

Programs added to your device at the factory are stored in ROM (Read-Only Memory). You cannot remove these software applications, and you will never accidentally lose ROM contents. ROM programs can be updated using installation programs with a *.xip extension.


All other programs and data files added to your device after factory installation are stored in RAM (Random Access Memory).

You can install any program created for your device, as long as it has enough memory. The place to find software for your device is on the Pocket PC web site (<http://www.microsoft.com/mobile/pocketpc>).

To add programs using ActiveSync:

NOTE

You need to install the Microsoft ActiveSync on your desktop computer before you can synchronize and/or add programs to your device. Refer to “Chapter 5: Microsoft ActiveSync” for installation instructions.


1. Determine your device and processor type so that you know which version of the software to install. Tap , then tap **Settings**. On the **System** tab, tap **About**. In the **Version** tab, take note of the information in **Processor**.
2. Download the program to your desktop computer (or insert the CD that contains the program into your desktop computer). You may see a single *.xip, *.exe, or *.zip file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your device processor type.
3. Read any installation instructions, **Read Me** files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your device to your desktop computer.

5. Double-click the *.exe file.
 - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software is installed on your desktop computer, the installer automatically transfers the software to your device.
 - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You need to move this file to your device. If you cannot find any installation instructions for the program in the **Read Me** file or documentation, use **ActiveSync Explore** to copy the program file to the **Program Files** folder on your device. For more information on copying files using **ActiveSync®**, see **ActiveSync Help**.
6. When the installation is complete, tap  , **Programs**, and the program icon to switch to it.





To add a program directly from the Internet:

NOTE


You need to be connected to the Internet through a GPRS/CSD connection or a computer before you can add programs directly from the Internet.

1. Determine your device and processor type so that you know which version of the software to install. Tap , then tap **Settings**. On the System tab, tap **About**. In the **Version** tab, take note of the information in **Processor**.
2. Download the program to your device straight from the Internet using the **Pocket Internet Explorer**. You may see a single ***.xip**, ***.exe**, or ***.zip** file, a **Setup.exe** file, or several versions of files for different device types and processors. Be sure to select the program designed for the Microsoft® Windows Mobile™ 2003 Second Edition for Pocket PC Phone Edition and your device processor type.
3. Read any installation instructions, **Read Me** files, or documentation that comes with the program. Many programs provide special installation instructions.
4. Tap the file, such as a ***.xip** or ***.exe** file. The installation wizard begins. Follow the directions on the screen.

To add a program to the Start menu:

1. Tap , tap **Settings**, tap **Menus**, tap the **Start Menu** tab, and tap the check box for the program. If you do not see the program on the list, you can either use **File Explorer** on the device to move the program to the **Start Menu** folder, or use **ActiveSync** on the desktop computer to create a shortcut to the program and place the shortcut in the **Start Menu** folder.
2. If you are using the **File Explorer** on the device:
 - a. Tap , tap **Programs**, tap **File Explorer**, and locate the program (tap the folder list, labeled My Documents by default, then tap My Device to see a list of all the folders on the device).
 - b. Tap and hold the program, then tap **Cut** on the pop-up menu. Open the **Start Menu** folder located in the **Windows** folder, tap and hold a blank area of the window, then tap **Paste** in the pop-up menu.
 - c. The program now appears on the  menu. For more information on using the **File Explorer**, see the section “Finding and organizing information” earlier in this chapter.
3. If you are using **ActiveSync** on the desktop computer:
 - a. Use the **Explorer** in **ActiveSync** to explore your device files and locate the program. Right-click the program, then click **Create Shortcut**.
 - b. Move the shortcut to the **Start Menu** folder in the **Windows** folder. The shortcut now appears on the  menu. For more information, see **ActiveSync Help**.

To remove a program from the Start menu:

1. Tap , then tap **Settings**. On the **System** tab, tap **Remove Programs**.
2. If the program does not appear in the list of installed programs, use **File Explorer** on your device to locate the program, tap and hold the program, then tap **Delete** on the pop-up menu.

Chapter 3

Synchronizing data

This chapter tells you how to use the Microsoft® ActiveSync® application that synchronizes data between the device and your desktop or notebook computer.

Chapter summary

- **Introduction** 3-3
 - What is ActiveSync®? 3-3
- **Installing ActiveSync®** 3-4
 - Installing ActiveSync® on your computer 3-4
- **Synchronizing your device** 3-7
 - Connecting your device to a computer 3-7
 - Setting up a partnership 3-8
 - Checking synchronized information 3-10
 - Manually initiating synchronization 3-10
 - Synchronization options 3-11

Introduction

What is ActiveSync®?

The Microsoft® ActiveSync® is one of the most important bundled programs in your P505. With ActiveSync®, you can synchronize the information on your desktop computer with the information on your device. Synchronization compares the data on your device with your desktop computer and updates both computers with the most recent information.

For example:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft® Outlook data on your desktop computer.
- Synchronize Microsoft® Word and Microsoft® Excel files between your device and desktop computer. Your files are automatically converted to the correct format.

NOTE

By default, ActiveSync® does not automatically synchronize all types of information. Use the ActiveSync® options to turn synchronization on or off for specific information types.

With ActiveSync®, you can also:

- Back up and restore your device data
- Copy (rather than synchronize) files between your device and desktop computer
- Schedule data synchronization by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose to synchronize.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose to synchronize your appointments of the past two weeks only, appointments older than two weeks are not synchronized.

For more information about using ActiveSync®:

1. Start ActiveSync® on your desktop computer.
2. From the Activesync® menu bar, click **Help** then on **Microsoft ActiveSync Help**.

Installing ActiveSync®

The ActiveSync® application is already installed on your device. To synchronize information on your device with your computer, you must also install ActiveSync® on your computer. Install ActiveSync® from the Companion CD that came with your device.

NOTE

Before starting the ActiveSync® installation, make sure that you have Microsoft® Outlook® installed on your computer. If you do not have Outlook, install the Microsoft® Outlook® 2002 from the Companion CD. Even if you have Outlook 98 or Outlook 2000 installed, you are encouraged to update to Outlook 2002.

Installing ActiveSync® on your computer

To install ActiveSync® on your computer:

NOTE

Do not connect the device to your computer until you have finished installing ActiveSync®.

1. Insert the Companion CD to your computer. The CD runs automatically and displays the initial screen, then the Main Menu from which you can start the installation.



2. Click **Start Here** from the Main Menu to begin.

3. Read the **Overview** before installing ActiveSync® 3.7 to make sure that you perform the installation sequence correctly.



4. If you have not installed Outlook, install it now. Click **Install Outlook 2002** and follow the screen instructions to complete the installation.

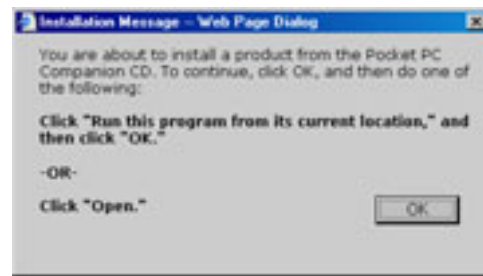


5. Click **Download Connection Wizard** and read the overview to see if you require the wizard. Follow the screen instructions to install the wizard on your computer. Return to the Main Menu when done.

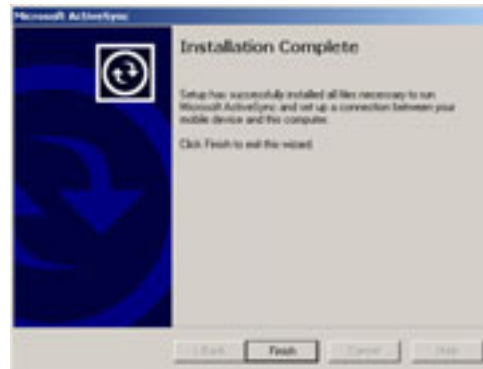
6. Click **Install ActiveSync® 3.7**, then click **Install**.



- When prompted, select **Run this program from its current location** then click **OK**.



- Follow the succeeding screen instructions. Click **Finish** to complete the installation.



- Click the link **Configure your Windows Mobile-based Pocket PC** to connect to the Windows® support web site and set up the device phone features.



- When prompted, restart your computer, then proceed to the next section to connect your device to your computer and start synchronization.

Synchronizing your device

Connecting your device to a computer

To connect your device to your computer:

1. Place the device on the cradle.
2. Connect the DC/USB cable plug to the DC/USB cable connector at the back of the cradle.
3. Connect the USB plug of the DC/USB cable to a USB port on your computer. See Figure 1.

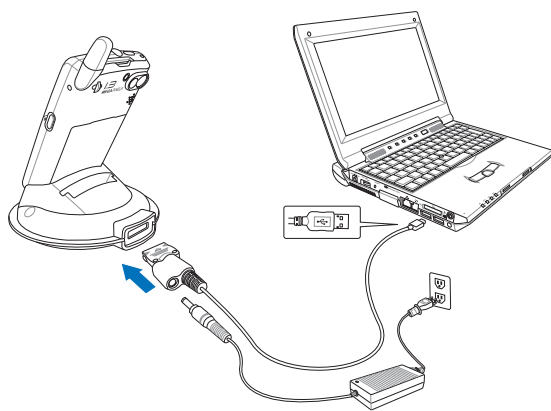


Figure 1

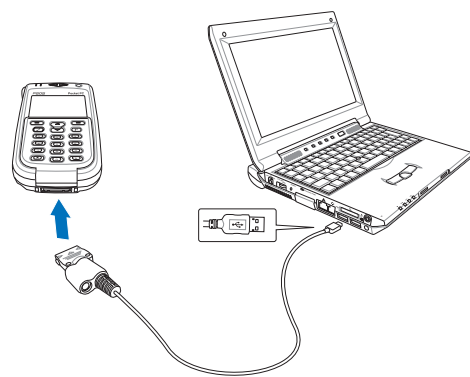


Figure 2

To connect your device without the cradle:

1. Connect the DC/USB cable plug to the system connector at the bottom of the device.
2. Connect the USB plug of the DC/USB cable to an available USB port on your computer. See Figure 2.

NOTE

During synchronization, the battery is charged through the AC adapter (if you plugged the AC adapter plug to the DC/USB cable plug) or through the USB port.

Setting up a partnership

Immediately after you have completed the installation, the **New Partnership** wizard will start automatically to help you establish a partnership and customize your synchronization settings. At this point, you can decide exactly which types of information you would like to synchronize with your computer.

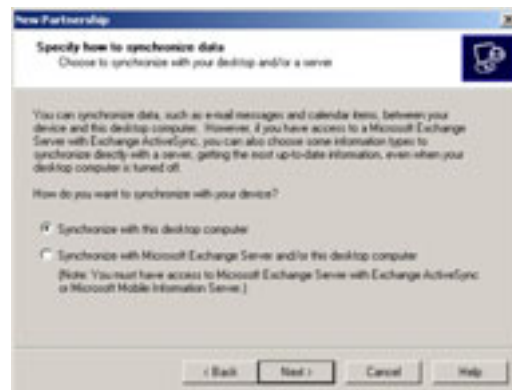
*A **partnership** is a file that allows you to synchronize your device with your desktop computer. This file is stored on your desktop computer. An additional file that enables your desktop computer to recognize your device is stored on your device.*

To set up a partnership:

1. When the **New Partnership** screen appears, select **Standard partnership** for the type of partnership to establish between your device and your computer. Click **Next**.



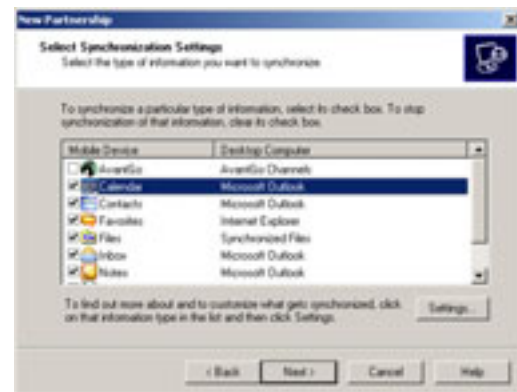
2. On the next screen, select **Synchronize with the desktop computer**. Click **Next**.



3. Select the type of information that you wish to synchronize. Click **Next**.

OR

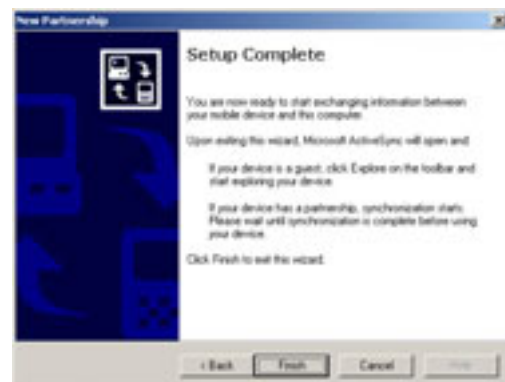
If you wish to customize a synchronized item, highlight the item then click **Settings**.



On the **Calendar Synchronization Settings** window, for example, select from the options how you wish to synchronize the appointments on your device with your computer. Click **OK**.



4. Click **Finish** to complete setting a partnership.

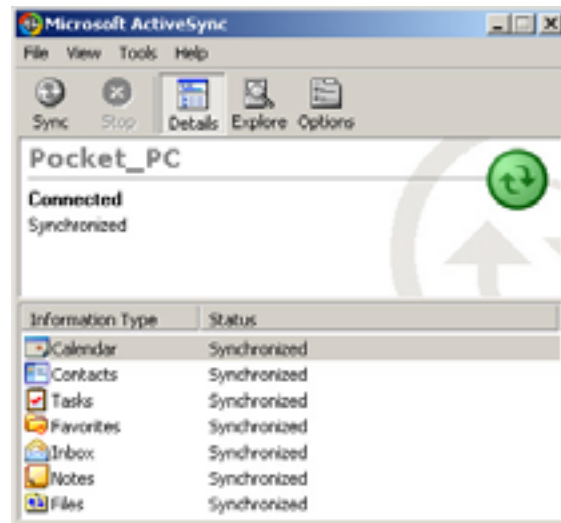


Immediately after you set up a partnership, ActiveSync® starts automatically and initiates the first synchronization between your device and your computer. Refer to the succeeding sections for more details on synchronization.



Checking synchronized information

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You will notice that the calendar information in Microsoft® Outlook on your computer was copied to your device, and the information that you have on your device was copied to your computer.



NOTE

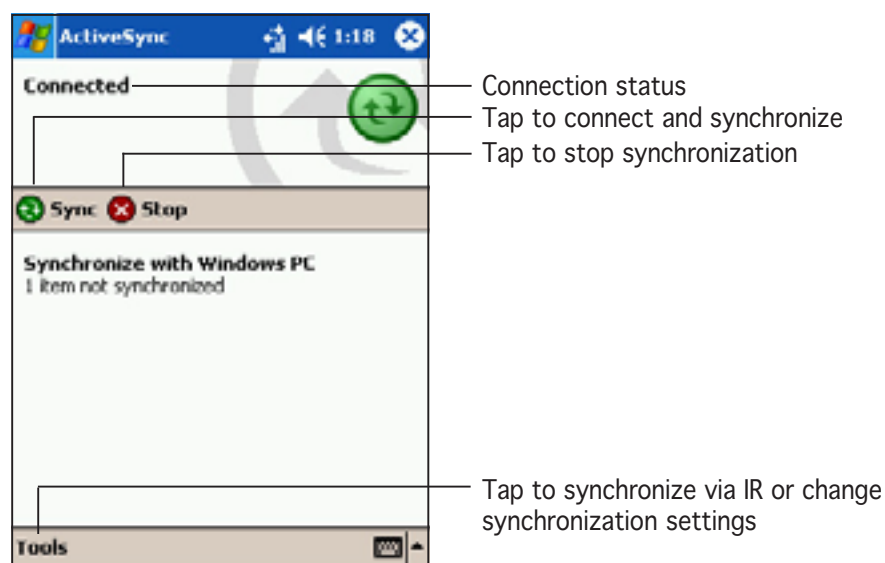
Open Microsoft® Outlook on your desktop computer to see the details of copied information from your device.

Manually initiating synchronization

Once you have set up ActiveSync® and completed the first synchronization process, you can initiate synchronization from your device at any time.

To manually initiate synchronization:

1. Tap , then tap **ActiveSync®** to display the ActiveSync® screen.



2. To start synchronization, make a connection between your device and your computer, then tap **Sync**.

To end synchronization, tap **Stop**.

For more information on synchronization:

Tap  while in the ActiveSync® screen, then tap **Help**.

Synchronization options

The Microsoft® ActiveSync® program allows you to customize your synchronization settings at any time. You can select the items to synchronize, set the synchronization schedule, and specify the synchronization rules.

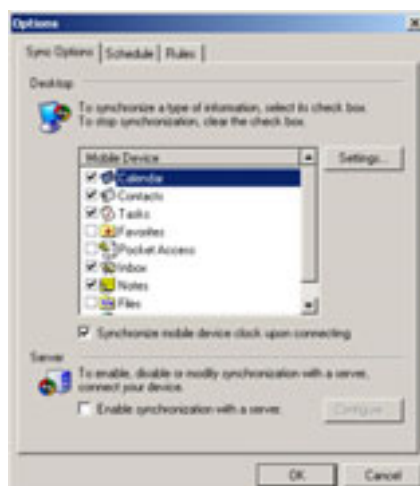
To display the synchronization options:

- From the ActiveSync® window on your desktop computer, click on the **Options** icon, or
- From the menu bar, click on **Tools**, then **Options**.

To select items to synchronize:

1. Check the box opposite the item that you wish to synchronize.
2. Highlight a checked item then click on **Settings** to specify synchronization options for the item.

For example, highlight **Calendar** then click on **Settings** to display the **Calendar Synchronization Settings** window. Customize the available settings, then click **OK** when done.



3. Do the same for the other checked items.

NOTE You cannot set the options for unchecked items.

4. Click **OK** when done.

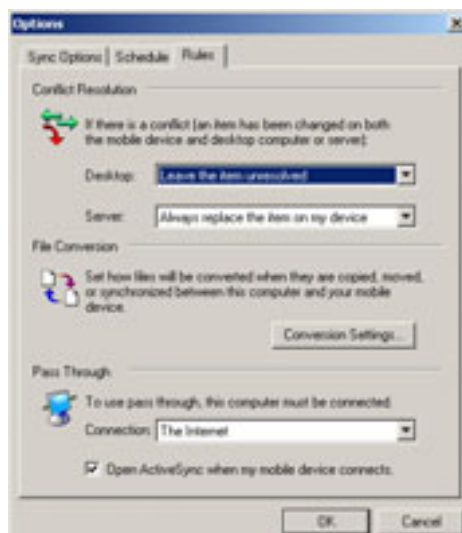
To set synchronization schedule:

1. Click on the **Schedule** tab.
2. Select your desired synchronization schedule.
3. Click **OK** when done.



To specify synchronization rules:

1. Click on the **Rules** tab.
2. Select your desired settings from the available options.
3. Click **OK** when done.



Chapter 4

Using Pocket Outlook[®]

This chapter details the procedures in using the Microsoft[®] Pocket Outlook Calendar, Tasks, Notes, and Contacts.

Chapter summary

- **Introduction..... 4-3**
- **Calendar: Scheduling appointments and meetings.. 4-3**
 - Creating appointments 4-4
 - Using the summary screen 4-5
 - Creating meeting requests 4-5
 - Sending appointments 4-7
- **Tasks: Keeping a to do list 4-8**
 - Creating a task 4-8
 - Using the summary screen 4-10
 - Sending tasks 4-10
- **Notes: Capturing thoughts and ideas4-11**
 - Creating notes 4-11
- **Contacts: Tracking friends and colleagues4-13**
 - Creating contacts 4-14
 - Using the summary screen 4-15
 - Changing a contact information display 4-15
 - Getting in touch with your contacts 4-16
 - Finding a contact 4-19
 - Adding a photo to a contact 4-20

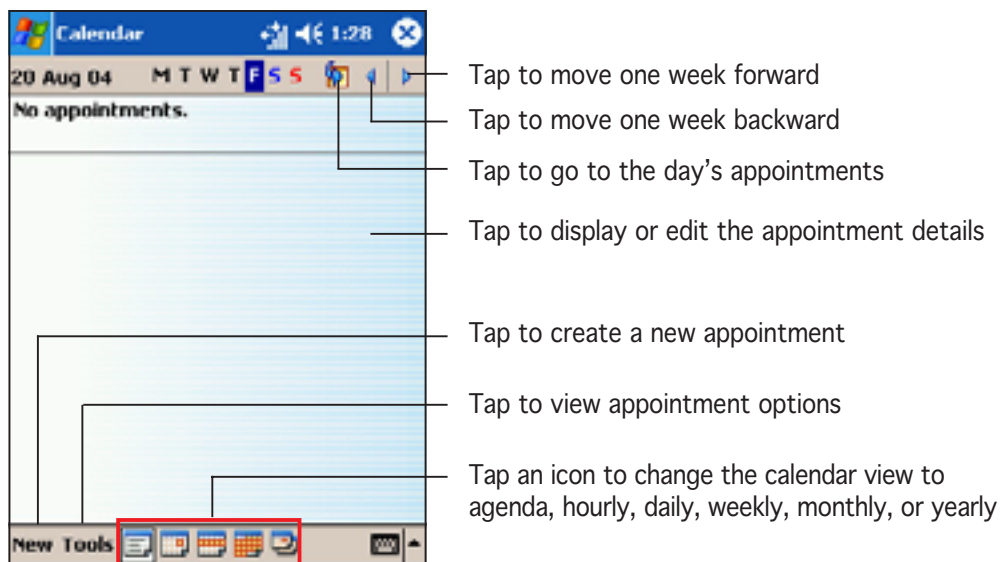
Introduction

Microsoft® Pocket Outlook® includes Calendar, Tasks, Notes, Contacts, and Messaging. You can use these programs individually or together. For example, e-mail address stored in Contacts can be used to address e-mail messages in Messaging.

Using ActiveSync®, you can synchronize information in Microsoft® Outlook or Microsoft® Exchange on your desktop computer with your device. You can also synchronize this information directly with a Microsoft® Exchange server. Each time you synchronize, ActiveSync® compares the changes you made on your device and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync®, see ActiveSync® Help on your desktop computer.

Calendar: Scheduling appointments and meetings

Use Calendar to schedule appointments, meetings and other events. You can check your appointments in one of several views (Agenda, Hourly, Daily, Weekly, Monthly, and Yearly) and easily switch views using the View menu.



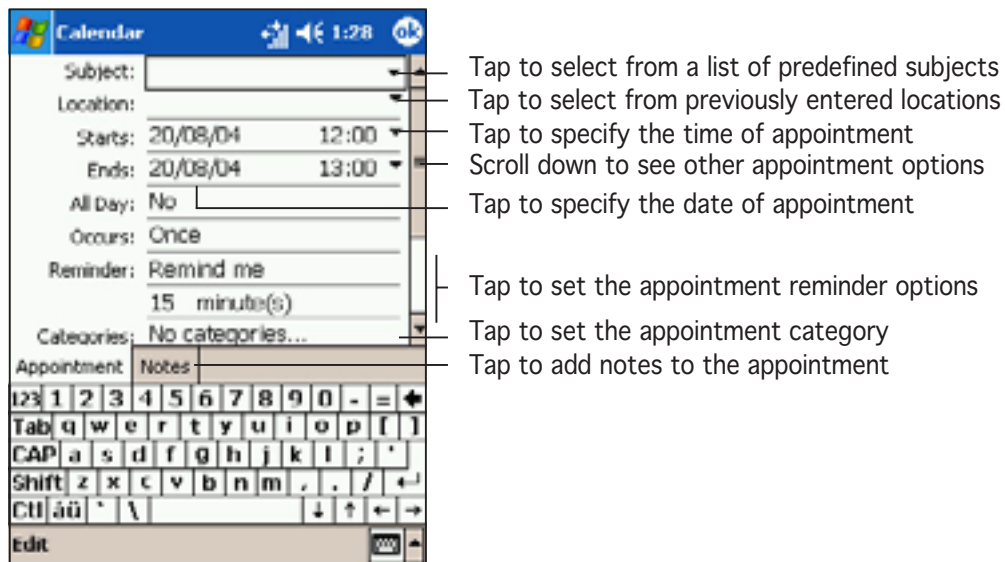
NOTE

You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

Creating appointments

To create an appointment:

1. If you are in Day or Week view, tap your desired date for the appointment.
2. Tap **New**.



3. Using the input panel, enter a description for the appointment and the appointment location.
4. If needed, tap the date and time to adjust the appointment schedule.
5. Enter other desired information. You will need to hide the input panel or tap to scroll down and see all appointment details.
6. To add notes to your appointment, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the “Notes: Capturing thoughts and ideas” later in this chapter.
7. When done, tap to return to Calendar.

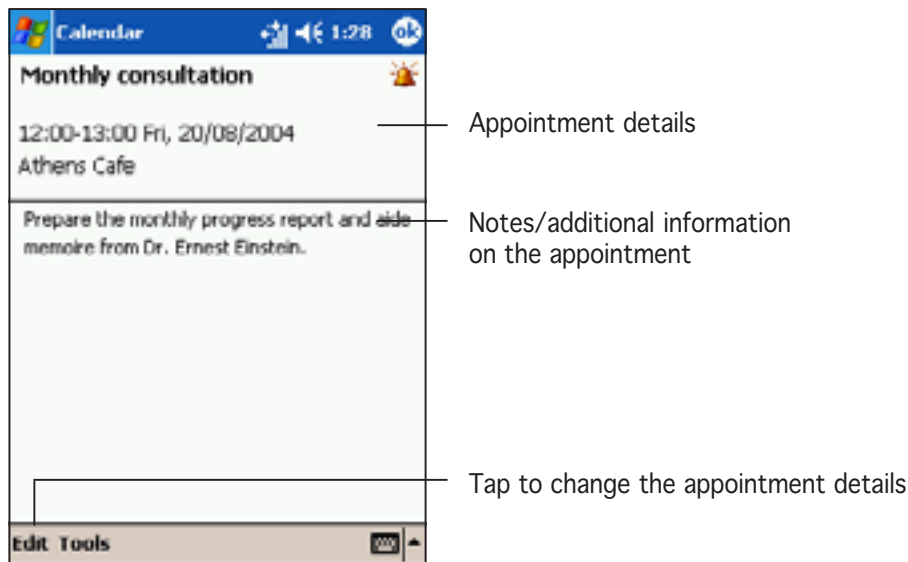
NOTE

If you select **Remind me** in an appointment, your device will remind you according to the options set in the **Sounds and Notifications** screen. See page 2-30 for details.

Using the summary screen

When you tap an appointment in Calendar, a summary screen appears.

To change the appointment, tap **Edit**.



Creating meeting requests

You can use Calendar to set up meetings with users of Microsoft® Outlook® and mobile phone users. The meeting request will be created automatically and sent either when you synchronize Inbox or when you activate the phone.

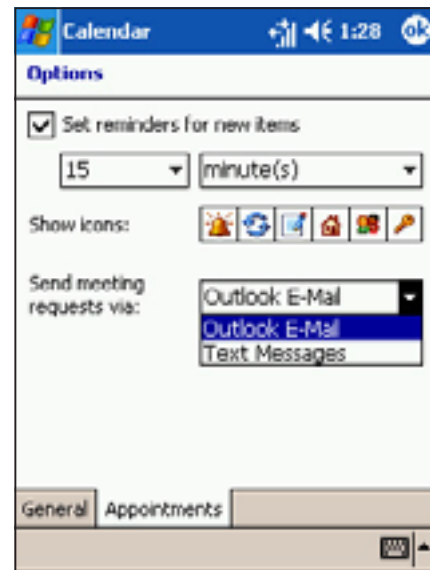
To create a meeting request:

1. Create an appointment
2. Tap **Tools**, select **Options** from the menu, then tap the **Appointments** tab to indicate how you want meeting requests sent.



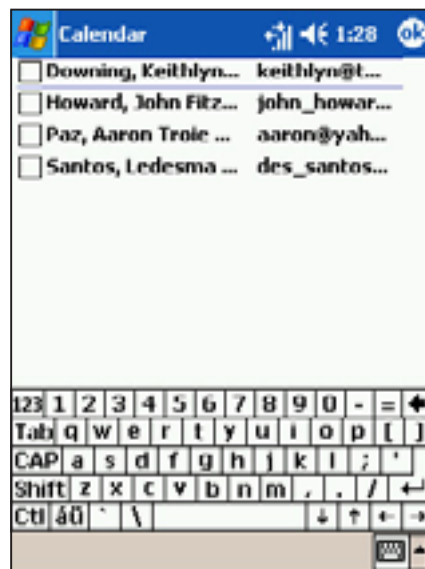
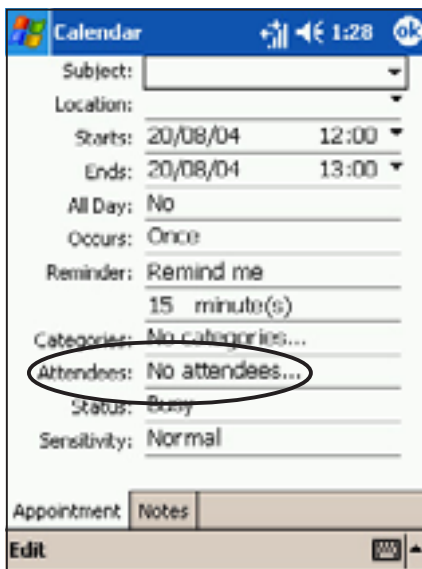
3. If you send and receive e-mail messages through ActiveSync®, select **Outlook E-mail**. If you wish to send the meeting request to mobile phone contacts, select **Text Messages**.

NOTE You can only send a text message if your contact has a mobile phone number in **Contacts**.



To schedule a meeting:

1. Create an appointment.
2. In the appointment details, hide the input panel, then tap **Attendees**.
3. From the list of e-mail addresses you have entered in Contacts, select the meeting attendees.



The meeting notice is created automatically and placed in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar Help and Messaging Help on the device.

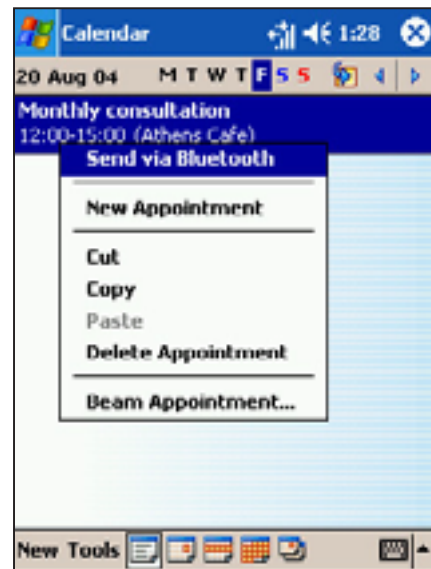
Sending appointments

You can send appointments and other schedules to other devices using the infrared (IR) and Bluetooth™ capabilities of your device.

NOTE Refer to “Chapter 10: Getting connected” and “Chapter 11: Using Bluetooth® for details on infrared and Bluetooth® connections.

To send an appointment:

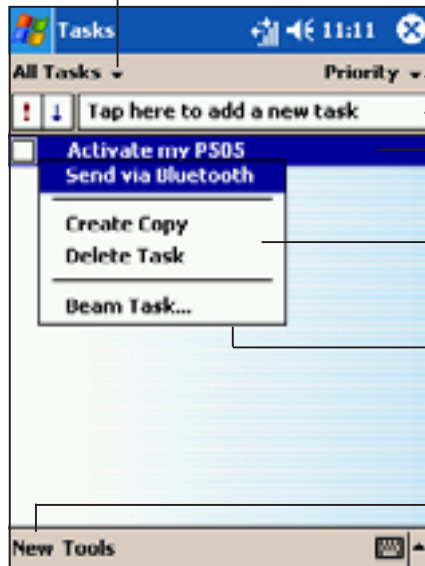
1. Select an appointment you wish to send.
2. Tap and hold the appointment to display a pop-up menu.
3. Select **Send via Bluetooth** or **Beam Appointment**.
4. Follow screen instructions to send the appointment.



Tasks: Keeping a to do list

Use Tasks to keep track or prioritize the things you have to do.

Tap to select the category of tasks you want to display



Tap to select a sort order of the task list

Tap to quickly add a new task

Tap to display or edit the task details



Tap and hold a task to display a pop-up menu of actions

Tap an action for the task

Tap to create a new task

Creating a task


To create a task:

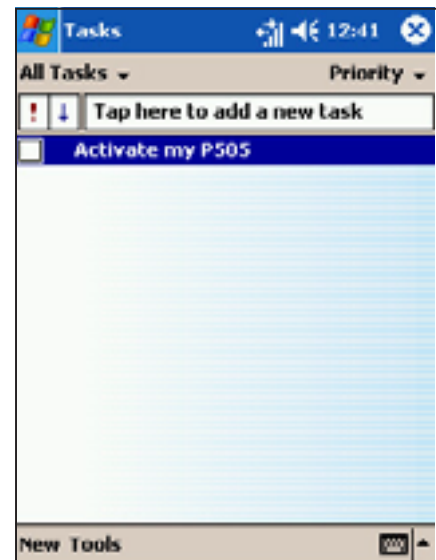
1. Tap , then tap **Tasks**. If **Tasks** is not listed as an item in the Start menu, launch it by tapping , tap **Programs**, then tap **Tasks** from the menu. After launching, **Tasks** now appears in the recently used program list.
2. Tap **New** to display a blank task form.
3. Using the input panel, enter a description.
4. Enter a start date and due date, or enter other information by tapping the field first. If the input panel is open, you will need to hide it to see all available fields.
5. To assign the task to a category, tap **Categories** and select a category from the list. On the task list, you can display tasks by category.



6. To add notes, tap the **Notes** tab. You can enter text, add a drawing, or create a recording. For more information on creating notes, see “Notes: Capturing thoughts and ideas” later in this chapter.

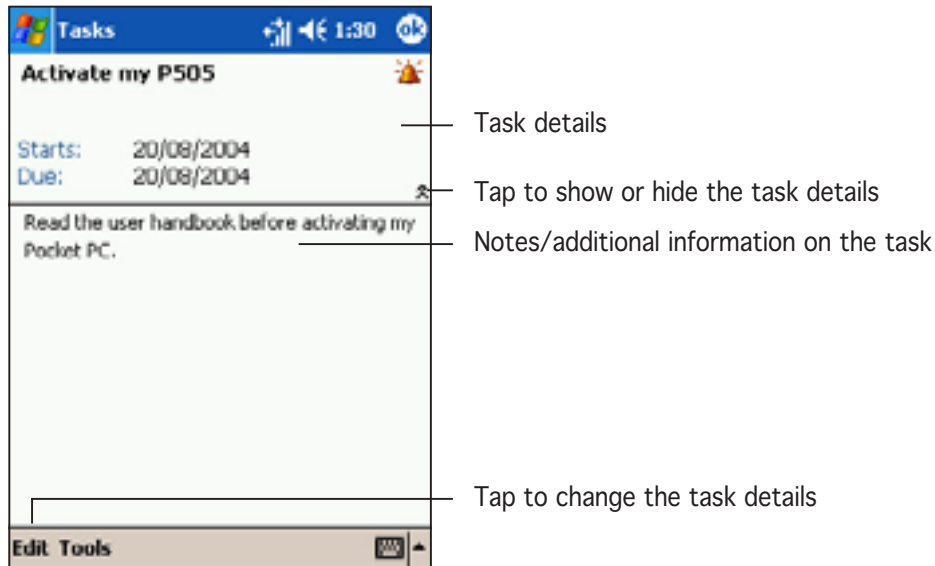


7. Tap  to return to the task list when done.



Using the summary screen

Tapping a task on the task list displays a summary screen. To change the task details, tap **Edit**.



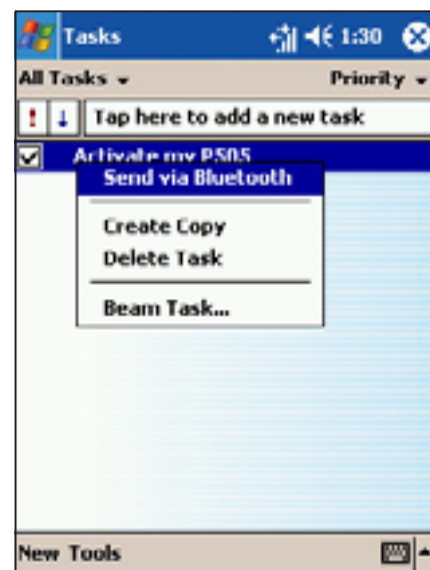
Sending tasks

You can send tasks to other devices using the infrared (IR) and Bluetooth™ capabilities of your device.

NOTE Refer to “Chapter 10: Getting connected” and “Chapter 11: Using Bluetooth® for details on infrared and Bluetooth® connections.

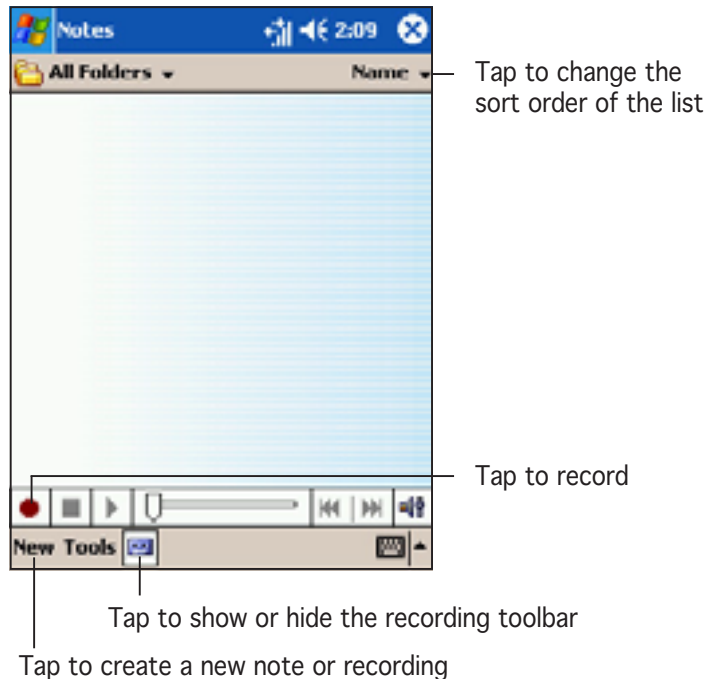
To send a task:

1. Select the task you wish to send.
2. Tap and hold the task to display a pop-up menu.
3. Select **Send via Bluetooth** or **Beam Appointment**.
4. Follow screen instructions to send the task.



Notes: Capturing thoughts and ideas


Quickly capture thoughts, reminders, ideas, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note is displayed, it will be created as a stand-alone recording.



Creating notes

To create a note:

1. Tap , then tap **Notes**.

NOTE If **Notes** is not listed as an item in the **Start** menu, launch it by tapping , tap **Programs**, then tap **Notes**. After launching, **Notes** now appears in the recently used program list.

2. Tap **New** to display a blank note.
3. Create your note by writing, drawing, typing, or recording.





NOTE

For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.

4. Tap  when done.

You may change the default Notes options including the writing mode, template, file storage, and record button action.

To change the Notes options:

1. Tap , then tap **Notes**.
2. Tap **Tools**, then **Options...** to display the options screen.
3. Make your desired changes.
4. Tap  when done to save your changes.

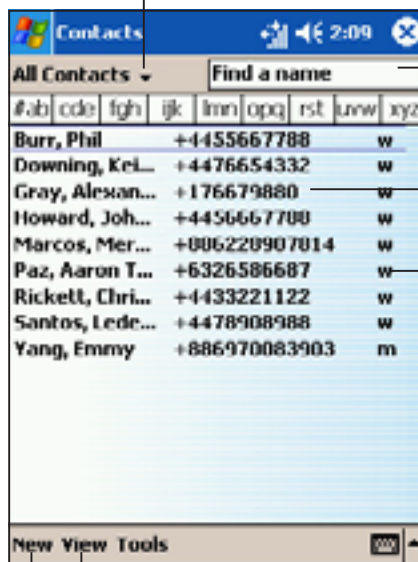


Contacts: Tracking friends and colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you look for, whether you are at home or on the road.

With the mobile phone features of your device, you can call your contact's home, mobile, or office phone number, send an SMS message or share the contact information to another device using the infrared port (IR) or Bluetooth®.

Tap to select the category of contacts you want to display



Tap and enter part of a name to quickly find it on the list

Tap an entry to display or edit the contact details

Type of contact information displayed. Tap to change or select another contact information.

Tap to sort contacts by name or company

Tap to create a new contact

NOTE



To change the way information is displayed in the list, tap **Tools** then **Options**.

Creating contacts

You can create or add a contact information by:

- Using the **Contacts** application
- Using Microsoft® Outlook on your computer. New contacts will be added to the device, the next time it is synchronized with the computer. See Chapter 3 for details on synchronization.
- Transferring contact information from your SIM card to the Contacts using the **SIM Manager** application. See Chapter 5 for details.
- Receiving a contact information from other devices using beam or Bluetooth® features.

To create a contact:

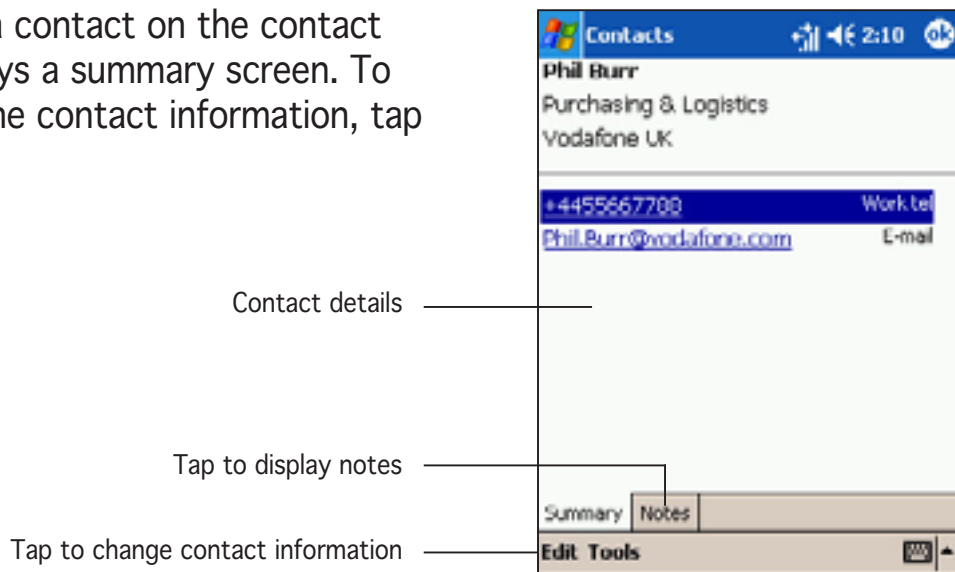
1. Tap , then tap **Contacts**.
2. Tap **New** to display a blank contact form.
3. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
4. To assign the contact a category, scroll to and tap **Categories**, then select a category from the list. On the contact list, you can display the contacts by category.
5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see “Notes: Capturing thoughts and ideas” in this chapter.
6. Tap  to return to the contact list when done.



The screenshot shows the 'Contacts' application interface. At the top, there's a blue header bar with the 'Contacts' title and status icons. Below the header, there's a list of input fields for contact information: Name, Job title, Department, Company, Work tel, Work fax, Work addr, E-mail, and Mobile tel. A 'Details' tab is selected, and a 'Notes' tab is visible below it. At the bottom, there's a full QWERTY keyboard with a numeric keypad on the left and function keys on the right. The 'Edit' button is located at the bottom right of the keyboard area.

Using the summary screen

Tapping a contact on the contact list displays a summary screen. To change the contact information, tap **Edit**.

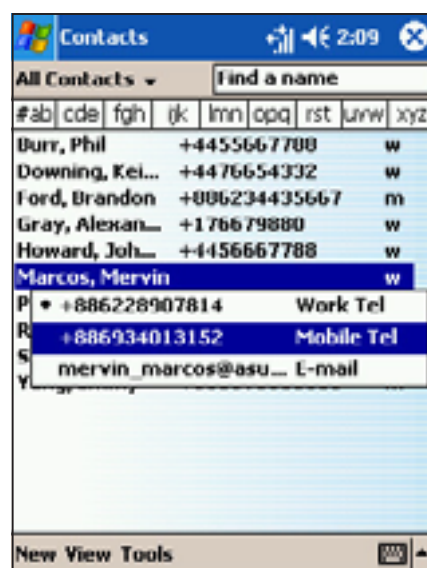
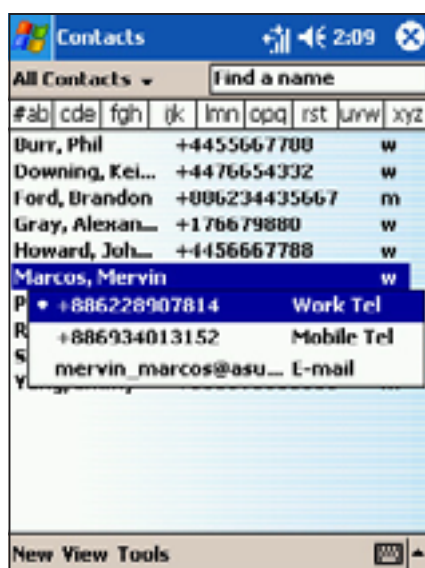


Changing a contact information display

If a contact has multiple contact information (e.g. work telephone, home telephone, car mobile phone, mobile phone), you can change or select the contact information displayed on screen.

To change a contact information display:

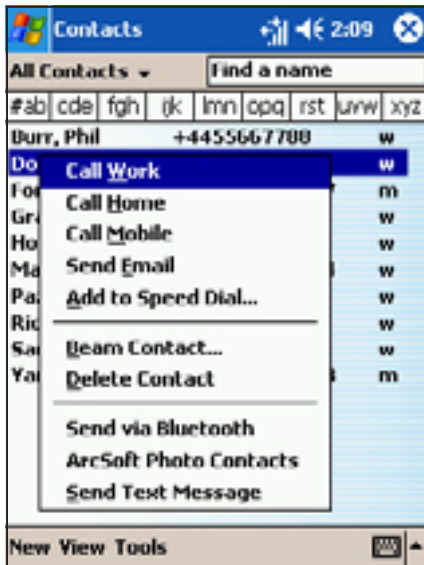
1. Tap the type of contact information displayed (last column of the contact line) to show additional contact information.
2. The current displayed contact information is indicated by a bullet. Tap another contact information to change the contact information display.



Getting in touch with your contacts

To call a contact:

1. Tap and hold a contact to display a pop-up menu. Tap **Call Work/Home/Mobile** to place a call.
2. The phone dials the selected contact number. Tap **Hide** to hide the balloon information or **End** to cancel the call.

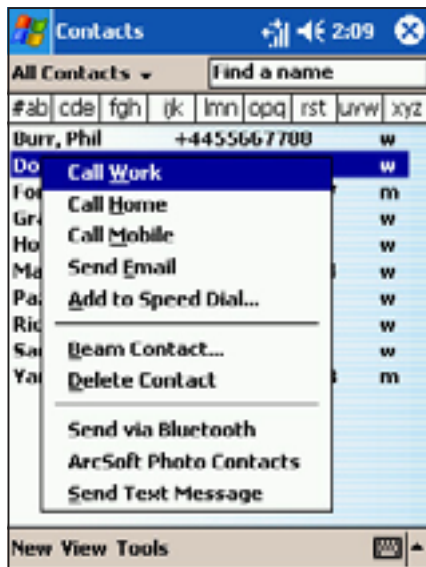


3. Talk to the called party when connected. The balloon displays the call duration.
4. Tap **End** to terminate the call.



To send an e-mail message to a contact:

1. Tap and hold a contact, then tap **Send Email** from the pop-up menu.
2. The **Messaging** window appears. Compose the e-mail message, then tap **Send** to send the message.

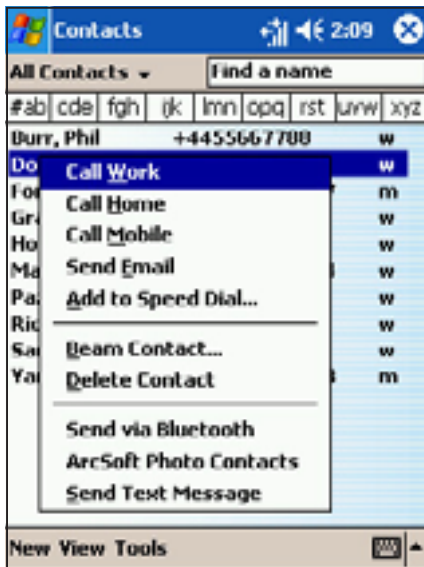


NOTES

- Refer to Chapter 6 for details on composing and sending e-mail messages.
- E-mail messaging features are network dependent and may require subscription to a particular service. Contact your phone operator for details.

To send a text message to a contact:

1. Tap and hold a contact, then tap **Send Text Message** from the pop-up menu.
2. The **Messaging** window appears. Compose the text message, then tap **Send**. The text message is sent to the contact's mobile phone.



NOTES

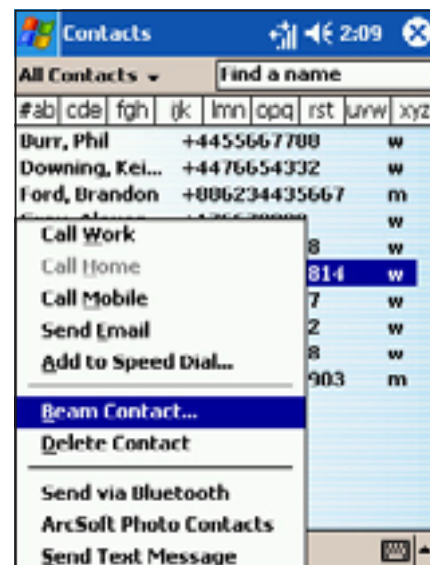
- When sending text messages to contacts with multiple contact information, the Messaging application automatically selects the mobile phone number entry.
- Refer to Chapter 6 for details on composing and sending text messages.

To send a contact info by beam or Bluetooth®:

1. Tap and hold the contact you wish to send, then tap **Beam Contact...** or **Send via Bluetooth**.
2. Follow screen instructions to send the contact information.

NOTE

Refer to Chapters 10 and 11 for details on sending information via the IR port and Bluetooth®.



Finding a contact

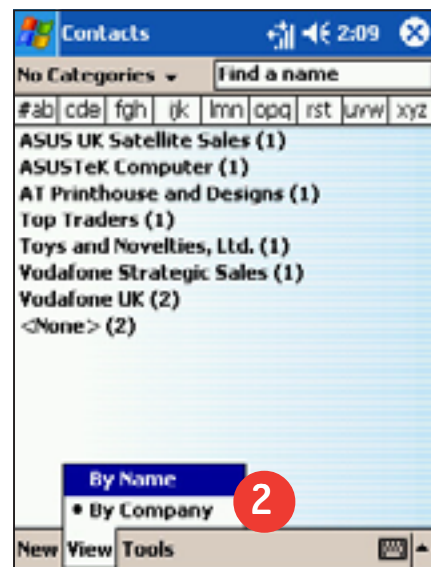
There are three ways to find a contact:

1. In the contact list, tap the category list (labelled **All Contacts** by default) and select the type of contact that you wish to display. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **No Categories**.

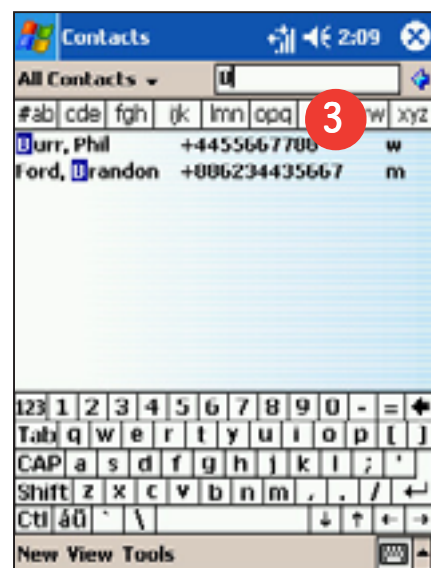


2. To view the names of companies your contacts work for, in the contact list, tap **View**, then select **By Company** from the menu. The number of contacts that work for that company will be displayed to the right of the company name.

Tap the company name to display the contacts.



3. You can also type the name of the contact in the **Find a name** field. When you type a letter, the device automatically searches and displays the available contacts. Tap a contact entry from the list to view the details.

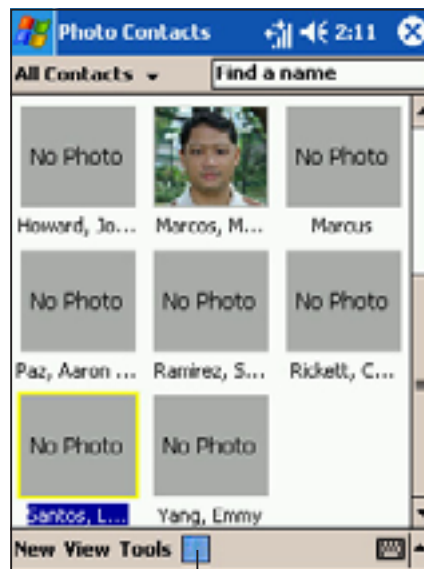


Adding a photo to a contact

The **Photo Contacts** application allows you to attach photos to your contacts. The photo is displayed on screen when the contact calls you.

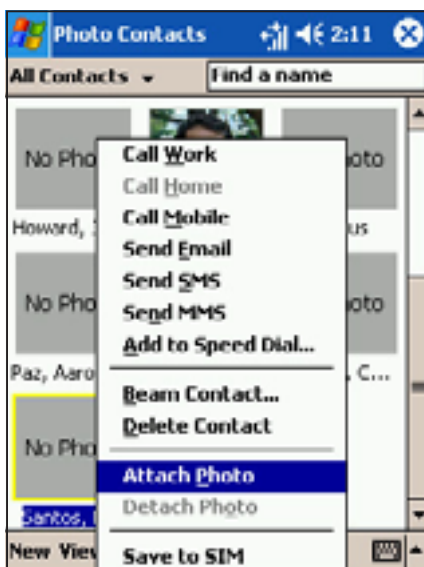
To add a photo to a contact:

1. Tap and hold a contact, then tap **Arcsoft Photo Contacts** from the pop-up menu.
2. Tap the **Thumbnail View** button to display a thumbnail of each contact.



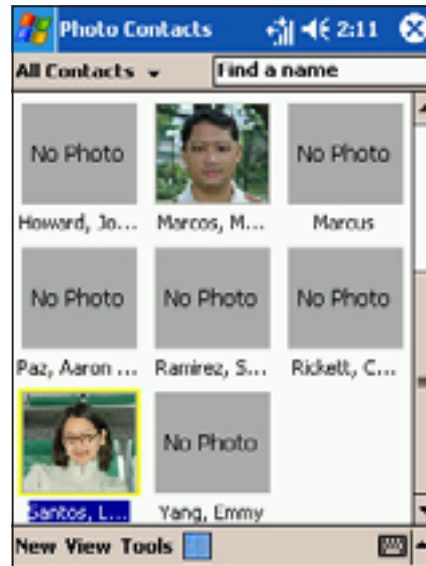
Tap to view the contact thumbnail

3. Tap and hold a contact, then tap **Attach Photo** from the pop-up menu.
4. Tap **Browse...** to locate the photo you want to attach.



5. The selected photo is displayed. Select a template and/or ringtone if you wish to customize the contact call settings. Tap **OK** when done.

A thumbnail of the attached photo with the contact name will appear on screen when the contact calls.



You can also use the Photo Contacts application to:

- Call and send e-mail/SMS/MMS messages to contacts
- Send the contact information by beam
- Save the contact information to the SIM card phone book.
- Assign a speed dial key to a contact.

Chapter 5

Phone features

This chapter provides information on how to use the ASUS Menu and the device's phone features.

Chapter summary

- **Phone features 5-3**
- **ASUS Menu 5-3**
 - Customizing the ASUS Menu 5-4
 - The ASUS Menu (Phone mode) 5-7
 - The icon bar 5-7
 - Phone functions 5-8
 - Other phone features 5-20
- **Phone.....5-23**
 - Placing a call 5-23
 - Receiving a call 5-29
 - Rejecting a call 5-30
 - Changing the phone settings 5-31
- **Using other phone applications.....5-40**
 - Conference call 5-40
 - SIM Manager 5-45
 - STK (SIM Tool Kit) 5-52

Phone features



The P505 Smart PDA Phone is a tri-band mobile phone that allows you to place a call, send text messages, videos, and audio files to other mobile phones. You can place a call using the **ASUS Menu** or the Windows® **Phone** applications. The following sections describe the phone features of your device.

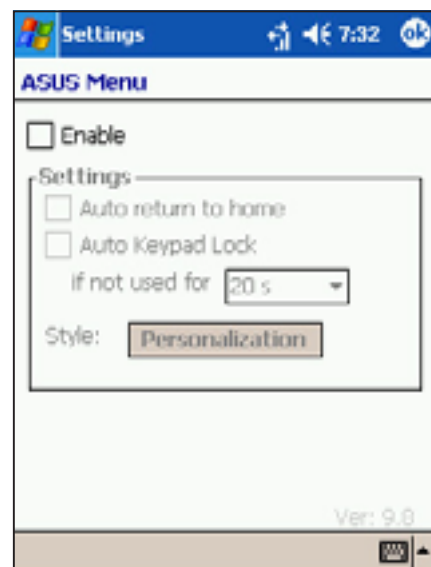
ASUS Menu

The ASUS Menu is an interactive application that transforms your device into a mobile phone when you close the flip. This application allows you to enjoy the phone features of your device, while keeping track of the most common device functions such as reminders, appointments, and tasks.

NOTE When the flip is open, tap the ASUS logo in the Today screen to launch the ASUS Menu.

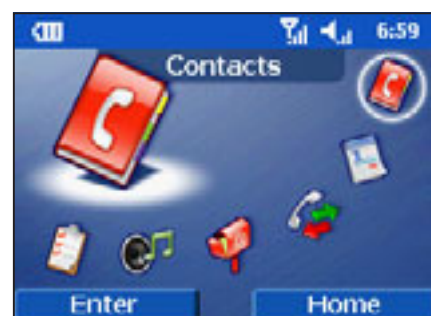
To enable the ASUS Menu:


1. Tap .
2. Tap **Settings**.
3. Tap **Personal** tab.
4. Tap the **ASUS Menu** icon to display the ASUS Menu settings.
5. Tap **Enable**, then tap .



6. Close the flip to start using the **ASUS Menu**.

NOTE The touch screen is disabled when the ASUS Menu is in phone mode (flip closed). Open the flip to activate the touch screen and access the ASUS Menu in PDA mode.





7. Open the flip, and now applications can be selected by tapping on the icons or by tapping on  and selecting the application you require.




Customizing the ASUS Menu

To change the ASUS Menu settings:

1. Tap .
2. Tap **Settings**.
3. Tap the **ASUS Menu** icon to display the ASUS Menu settings.
4. Check the **Auto return to home** option to allow the ASUS Menu to return to the home screen when idle for a certain period of time.
5. Check the **Auto Keypad Lock** option, then adjust the idle time before the phone keypad is locked.
6. Tap  to save your settings.



To customize the ASUS Menu theme, home screen, and animation:

1. Tap .
2. Tap **Settings**.
3. Tap the **ASUS Menu** icon to display the ASUS Menu settings.
4. Tap the **Personalization** button.
5. The **Theme** tab allows you to select or change the color theme for the **ASUS Menu** display.
Select a color from the available color swatches.



6. Tap the **Home Screen** tab.
The Home Screen tab allows you to select a new home screen background image.
7. Tap **Browse** to locate the new background image.



7. Locate the new home screen background image, then tap the **OK** button to select.



8. Tap the **Animated Home Screen** tab to select or change the home screen animation.



Refer to the screens below for a comparison of home screen modes.

Home screen modes



Animation




Clock









Text

9. Tap **OK** to save your settings. Close the phone flip to see if the display and screensaver changed based on your settings.

The ASUS Menu (Phone mode)

The ASUS Menu in phone mode contains icons that you can select using  or by pressing the 5-way joystick. Refer to the table below for the icons and menus description.

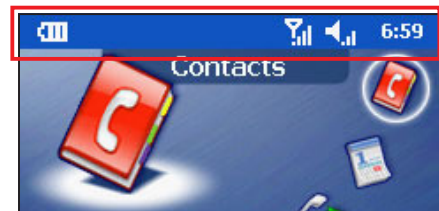












Icon	Description	Allows you to
	Contacts	view the SIM and PDA phone book entries
	Calendar	keep track of your schedules and appointments
	Call History	view received, dialled, and missed call information
	Messages	read text messages (SMS) sent to your PDA
	Profile	change the phone profile or turn the phone on or off
	Tasks	keep track of your tasks and to do lists

NOTE When you launch an application (i.e. Tasks, Calendar) using the ASUS Menu phone mode, you can open the flip to access the application using the touch screen.

The icon bar

Icons at the top of the screen indicate phone status as follows:




Icon	Description	The icon indicates
	Battery	the amount of battery power
	Profile	the current phone profile
	Talking	that the phone is in talking mode
	Mute	that the phone speaker is mute
	Keylock	that the phone keypad is locked
	Missed Call	that you have missed a call
	Alarm	that you have scheduled an alarm
	SMS	that you received an SMS message
	Signal	the signal strength
	Volume	phone ring volume level

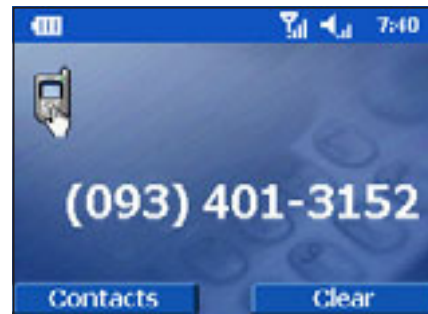
Phone functions


Placing a call

To place a call using the keypad:

1. Close the flip. The ASUS Menu phone mode appears.

NOTE If you opened an application before you close the flip, you may have to press  (Home) before you place a call.





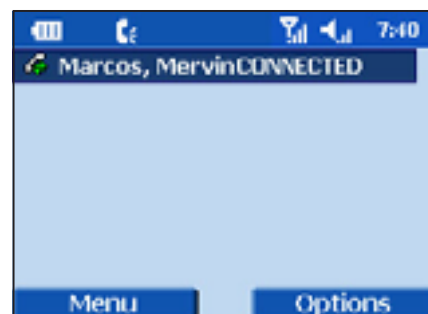
2. Use the keypad to enter the number of the party you wish to call, then press . The phone dials the number.

NOTE The screen displays the contact name if you saved the number of the person you are calling in Contacts or on your SIM. Likewise, if you have associated a picture with this contact, you will see the picture on screen.












3. Talk to the called party when connected.

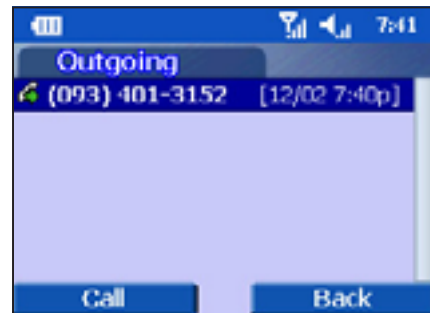
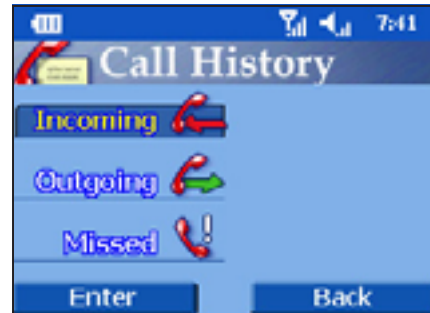
NOTE During the call, long press  or press  (Options), then select **Speaker on** from the menu to switch to speaker phone mode.














4. Press  anytime to end the call.

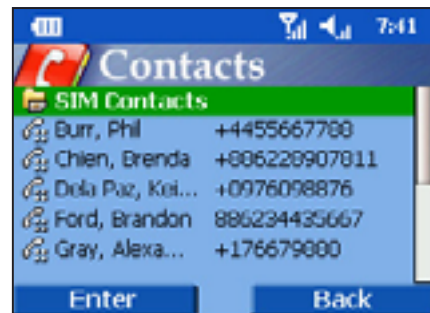
To place a call using the Call History:

1. Close the flip. The ASUS Menu phone mode appears. If the flip was closed, you may have to press  (Menu) first.
2. Use  to select **Call Log**  from the menu, then press  (Enter). The screen displays the Call Logs.
3. Use  to select from incoming, outgoing, or missed calls, then press  (Enter). The screen displays the received/dialed/missed call entries.
4. Use  to highlight the number you wish to call, then press  (Call).
5. Wait for the called party to answer.
6. Press  anytime to end the call.





To place a call using Contacts:

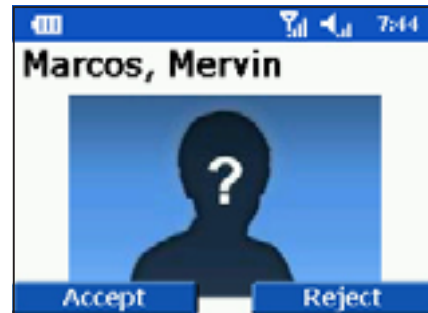
1. Close the flip. The ASUS Menu phone mode appears. If the flip was closed, you may have to press  (Menu) first.
2. Use  to select **Contacts**  from the menu, then press  (Enter). The screen displays the list of phone numbers stored in the PDA Contacts, including a link to the SIM Phone Book .
3. Use  to select the phone number you want to call, then press . If the number is stored in your SIM card, select **SIM Contacts**, then press  (Enter). The screen displays the phone numbers stored in the SIM card. Use  to select the phone number you want to call, then press .
4. Wait for the called party to answer.
5. Press  anytime to end the call.



Receiving a call

To receive or reject an incoming call:

1. Depending on your settings, the device rings, vibrates, or rings and vibrates when it receives an incoming call. Press  (Accept) to answer the call or  (Reject) to end the call.




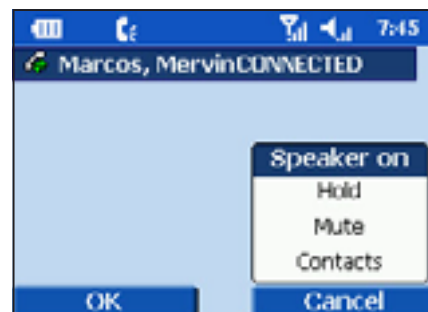
When you accept the call, the screen shows **CONNECTED** after the caller's phone number.

2. Press  anytime to end the call.



To use the call options:

1. After accepting an incoming call, press  (Options) to display available call options. Refer to the table below for the call options.













Option	Description
Speaker on	Turns the speaker phone on
Hold	Puts the current call on hold
Mute	Mutes the current call or a conference call member
Contacts	Opens the Contacts menu for dialling additional numbers
Conference*	Opens a conference for two to five parties
Leave Conf.*	Disconnects a member from the conference call
End Call*	Terminates a conference call member

*Appears only when in conference call mode.

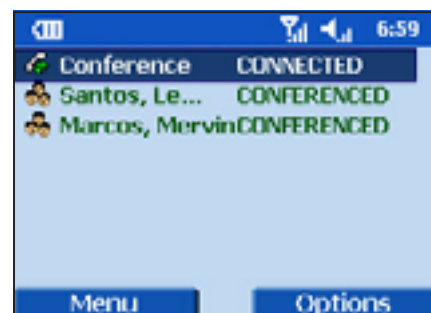
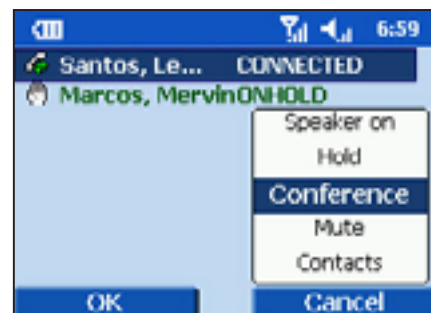
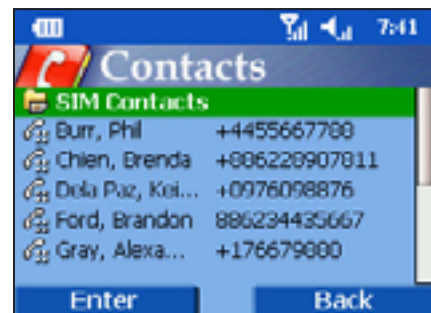
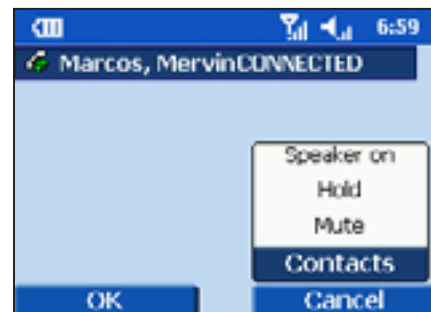
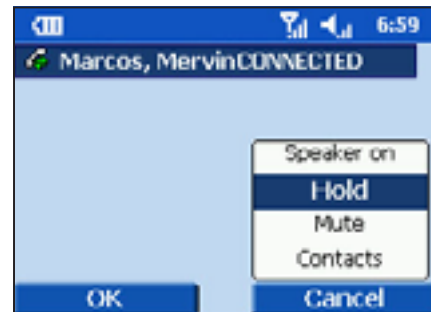
2. Use  to select an option, then press  (OK).

Making a conference call



To make a conference call:

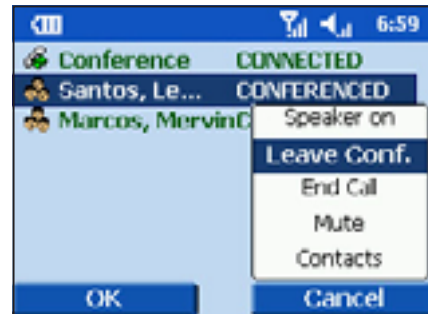
1. Place a call to person A.
2. After establishing connection with person A, press  (Options), then use  to select **Hold** from the menu. Press  (OK) to keep the current call on hold.
3. Press  (Options), use  to select **Contacts** from the menu.
4. Select the phone number of person B, then press .
or
Key-in the phone number of person B using the keypad, then press .
5. After you have established a connection with person B, press  (Options), then use  to select **Conference** from the menu. Press  (OK) to begin the conference.



The screen shows the conference call members.





To talk privately to a conference call member:

1. During a conference call, use  to select a member you want to drop from the conference call.
2. Press  (Options), then select **Leave Conf.** from the menu.
3. The selected member drops from the conference call. You can now talk privately to the remaining conference call member.



4. To resume the conference, press  (Options), select **Conference** from the menu, then press  (OK).





To end a conference call:

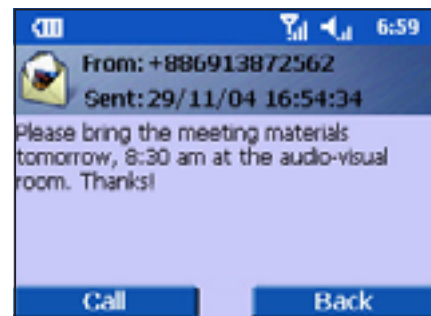
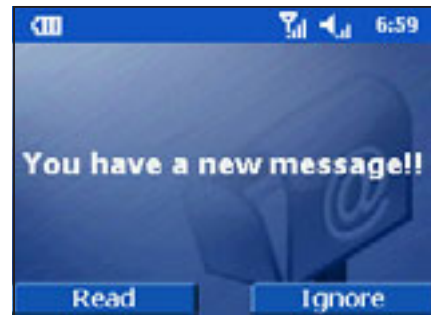
1. Use  to select **Conference** from the list of members.
2. Press  to end the conference call.

Viewing SMS messages








The device alerts you everytime it receives a Short Message Service (SMS) message from other mobile phones. The ASUS Menu phone mode allows you to view the SMS message.

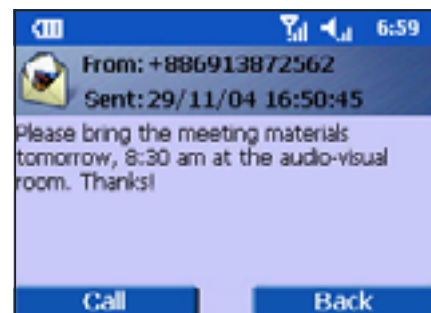
To view a new SMS message:

1. Press  (Read) when a **“You have a new message!!”** appears on the screen. Press  (Ignore) to read the SMS message later.
2. Read the message, then press  (Back) to return to the previous menu. Otherwise, press  (Call) to place a call to the SMS sender.



To read an ignored SMS message:







1. Use  to select **Messages** from the menu, then press  (Enter). The screen displays the list of SMS messages stored in the PDA and in the SIM memory .
2. Use  to select the SMS message you wish to read, then press  (Enter) to display the message. Messages preceded by  are unread messages.
3. Press  (Back) to return to the previous menu.

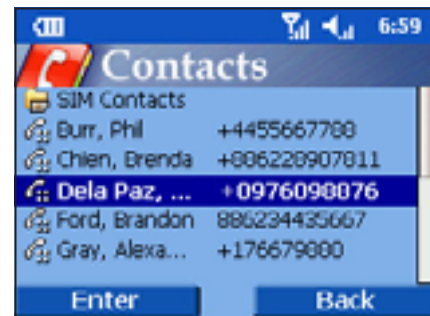
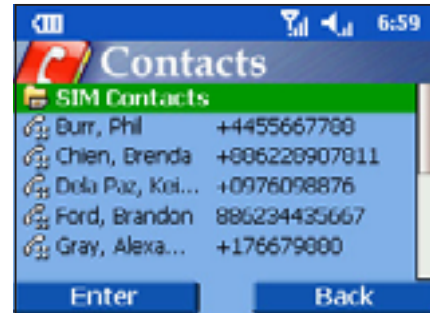


Viewing contacts

The ASUS Menu phone mode allows you to view the contact information stored in both the device memory and SIM card even when the flip is closed.

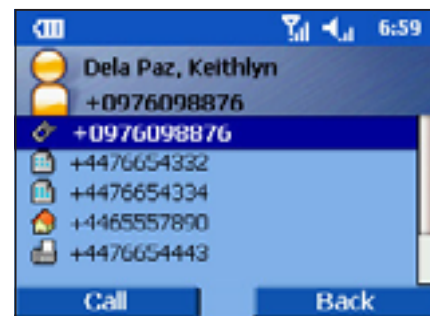
To view your contacts:

1. Put the device in idle mode, close the flip, then press  (Menu).
2. Use  to select **Contacts**  from the menu, then press  (Enter). The screen displays the list of phone numbers stored in **Contacts**, including a link to the **SIM Contacts**.
3. Use  to select a contact, then press  (Enter). The screen displays the contact information.





All the numbers saved for the contact will be listed. Icons denote the type of contact as follow:

	mobile
	office
	home
	car
	pager
	radio
	fax
	assistant













NOTE

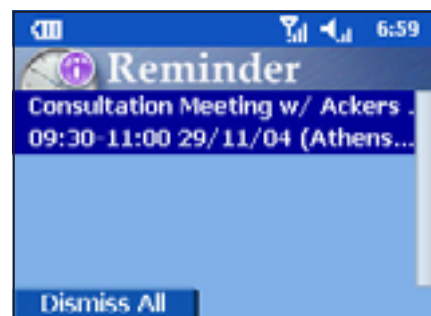
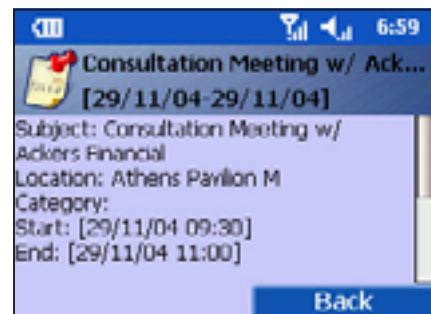
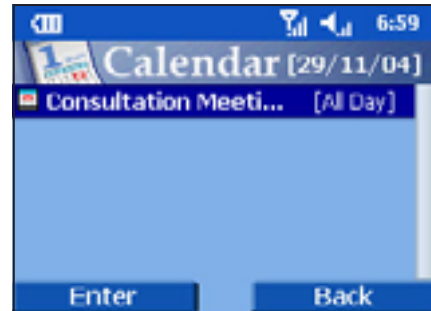
By default, the contact's mobile phone number is displayed at the top of the list. If you wish to call the other phone numbers, use  to select the number, then press  (Send).

Viewing appointment schedules

You can use the **Calendar** menu to view your appointments.

To view your appointments:










1. Close the flip. The ASUS Menu phone mode appears. If the flip is closed, you may have to press  (Menu) first.
2. Use  to select **Calendar**  from the menu, then press  (Enter). The screen displays a list of your future  and past due appointments .
3. Use  to select the appointment you wish to view, then press  (Enter) to view the appointment details.
4. Press  (Back) to return to the previous menu.
5. If you set an appointment reminder, the screen displays the reminder during the specified reminder time.
6. Press  (Dismiss All) to dismiss the appointment and return to the previous menu.

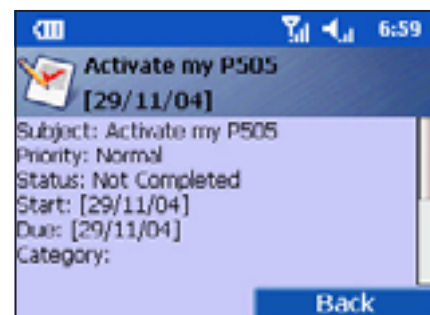
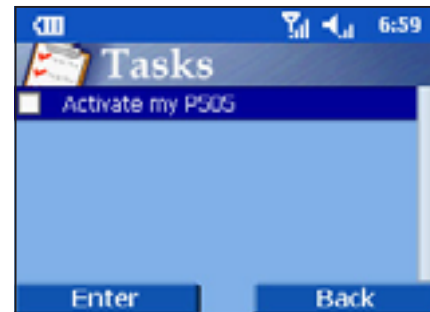


Viewing tasks

You can use the **Tasks** menu to view your tasks.

To view tasks:








1. Close the flip. The ASUS Menu phone mode appears. If the flip is closed, you may have to press  (Menu) first.
2. Use  to select **Tasks**  from the menu, then press  (Enter). The screen displays a list of completed  and incomplete  tasks.
3. Use  to select a task, then press  (Enter) to view the task details.
4. Press  (Back) to return to the previous menu.

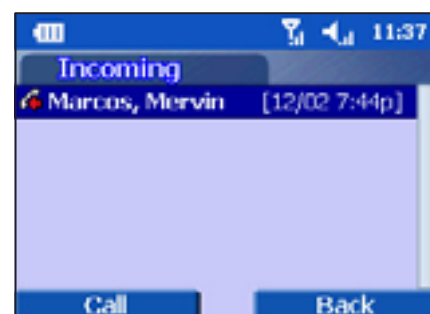
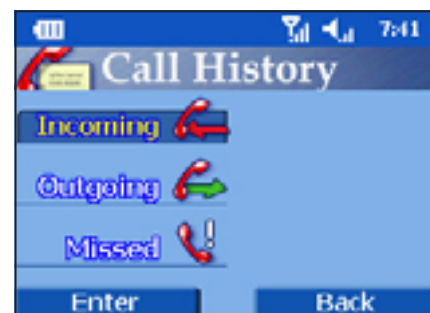


Viewing call history

You can view incoming, outgoing, or missed calls using the **Call History** menu.

To view the call history:





1. Close the flip. The ASUS Menu phone mode appears. If the flip is closed, you may have to press  (Menu) first.
2. Use  to select **Call History**  from the menu, then press  (Enter).
3. Use  to select the type of call history you want to view, then press  (Enter) to display the log.
4. Press  (Back) to return to the previous menu.



Changing the phone profile

The **Profile** menu allows you to enable or disable the phone flight mode or change the phone profile.

To open the Profile menu:




1. Close the flip. The ASUS menu phone mode appears. If the flip was closed, you may have to press  (Menu) first.
2. Use  to select **Profiles**  from the menu, then press  (Enter).



Flight Mode

The phone functions are disabled when the **Flight Mode** is enabled. Enable this item if you want to use the device in areas where mobile communication is prohibited (i.e. on an aircraft).

To enable Flight Mode:

1. Use  to highlight **Flight Mode** from the menu, then press  (Enable). A check mark appears inside the box opposite the option.
2. Press  (Back) to return to the previous menu.







Profile

The **Profile** option allows you to select from seven preset phone profiles. Each profile has a unique ring tone, type, and volume settings for various phone functions such as alarms, reminders, etc.


NOTE The **Car**, **Headset**, and **Speaker** profiles are auto-detected. For example, when you connect a headphone to the headphone port, the phone profile is automatically set to **Headset**. You cannot select these profiles when the device is in phone mode.

To select a profile:


1. Use  to highlight **Profiles** from the menu, then press  (Enter).
2. Use  to select a profile then press  (OK). The bullet preceding the profile is blacked out.



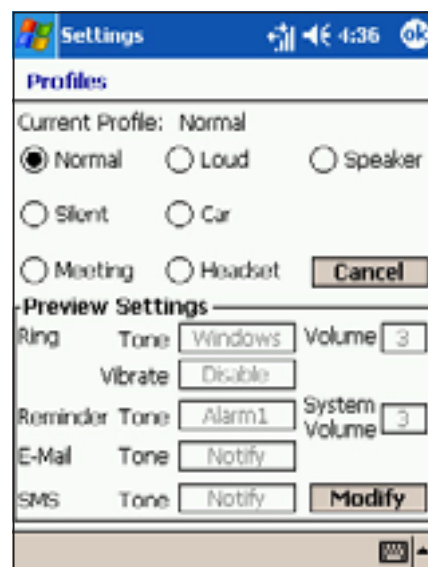
NOTE Refer to the next section for details on how to change the profile settings.


3. Press  (Back) twice to return to the ASUS menu. The icon of the selected profile now appears on the icon bar.

To change the profile settings:

1. Open the flip, tap , then tap **Settings**.
2. Tap the **Personal** tab, then tap on the **Profiles** icon. The screen displays the current profile and its settings.

NOTE If you are in the **Profiles** screen of the ASUS Menu phone mode (see above), open the flip to go directly to the Profiles Settings screen.



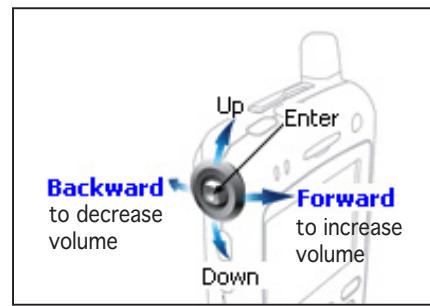
3. Select another profile from the profiles section, or tap **Modify** to change the current profile settings. Tap  when finished.

Adjusting the volume

You can adjust the system (device), ring tone, and incoming call volumes when the flip is closed.

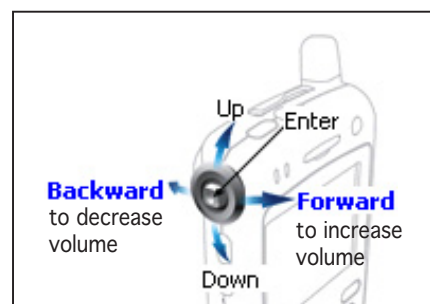
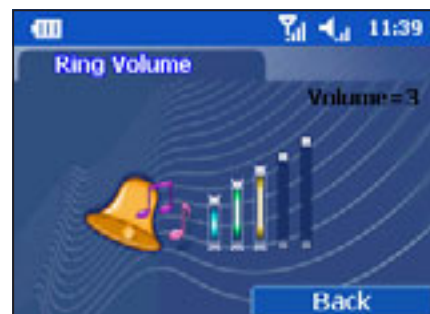
To adjust the system (device) volume:

1. When the phone is in idle mode, press the 5-way joystick forward or backward to open the System Volume screen.
2. Press the 5-way joystick backward to decrease the system (device) volume. Press forward to increase. Refer to the 5-way joystick direction on the right.
3. Press the 5-way joystick to return to the previous phone menu.



To adjust the ring volume

1. When the phone is in idle mode, press the center button of the 5-way joystick for two seconds to open the Ring Volume screen.
2. Press the 5-way joystick backward to decrease the ring volume. Press forward to increase. Refer to the 5-way joystick direction on the right.
3. Press the 5-way joystick to return to the previous phone menu.



NOTE

You can only adjust the system and ring volumes when the phone is not in use.

To adjust the in call volume

1. After getting connected to the other party during an incoming or outgoing call, press the 5-way joystick to open the In Call Volume screen.
2. Press the 5-way joystick backward to decrease the in call volume. Press forward to increase.
3. Press the 5-way joystick to return to the previous phone menu.



NOTE You can adjust the in call volume while you are talking to another party on the line.

Other phone features

Voice dialing

NOTE Refer to the Voice Commander section on page 8-25 before using the voice dialing feature.

To use voice dial

1. Press the Voice Commander button at the right side of the device.
2. Move closer to the microphone, say **Call**, then the name of the person you are calling.

IMPORTANT The name and number of the person you wish to voice dial must be saved in the **Contacts** list.

When the voice command is recognized, the phone automatically dials the number.




Recording

You can record a note or meeting when the device is on phone mode.


To do a recording

1. Press the record button at the left side of the device.




2. Press  (Record) to start recording.



3. When finished, press  (Stop) to stop recording.



To listen to your recording

1. Press the record button at the left side of the device.
2. Use  to select the recording you want to listen to, then press the 5-way joystick.

Locking the keypad



When the device is not in use, you can lock the keypad to prevent accidental dialing and application launching. You can lock the keypad manually or automatically. For automatic keypad locking, see page 5-4 for details.

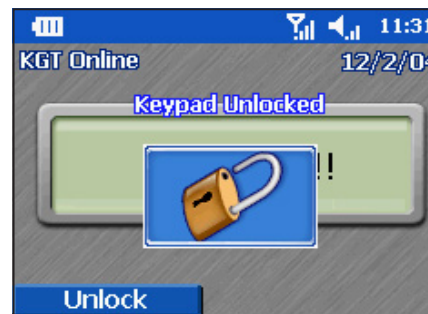
To lock the keypad manually

Put the device in idle mode, press  (Menu), then press .




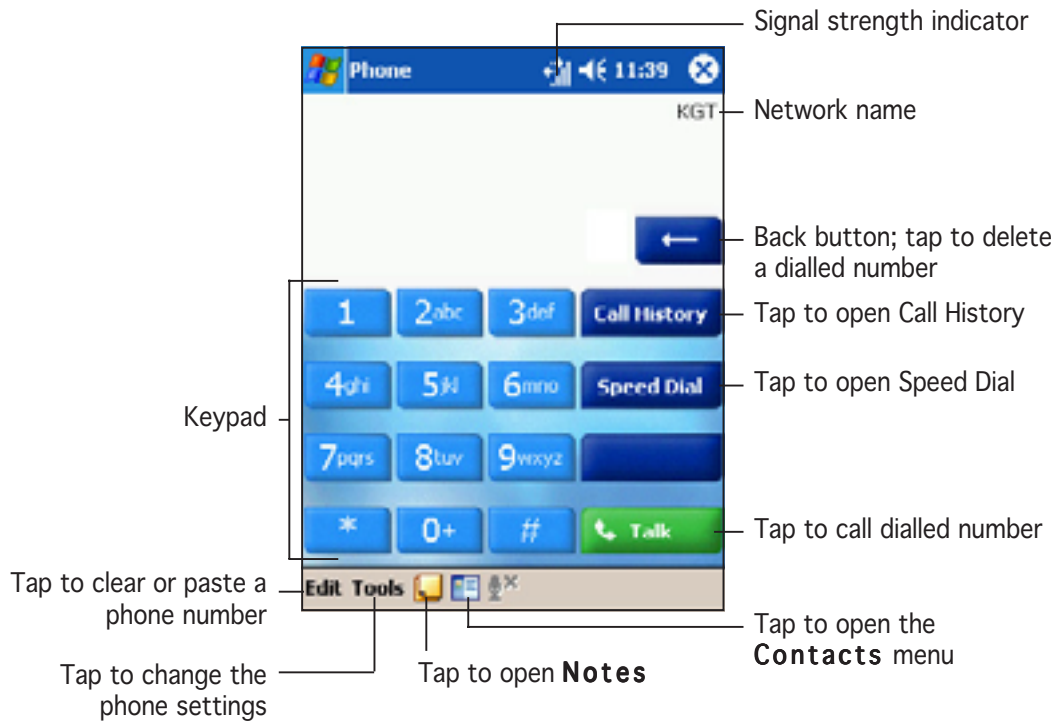
To unlock the keypad

Press  (Unlock), then press .



Phone

To use the Microsoft® application for telephony when the flip is open, tap , then tap **Phone** or press the green telephone button below the screen. This screen will appear.



Placing a call

You can place a call using:

1. Phone keypad
2. Call History
3. Speed Dial
4. Contacts menu
5. Voice Commander application

Refer to the corresponding sections for details.

To place a call using the keypad:

1. From the phone keypad, tap the number of the party you want to call, then tap **Talk**.

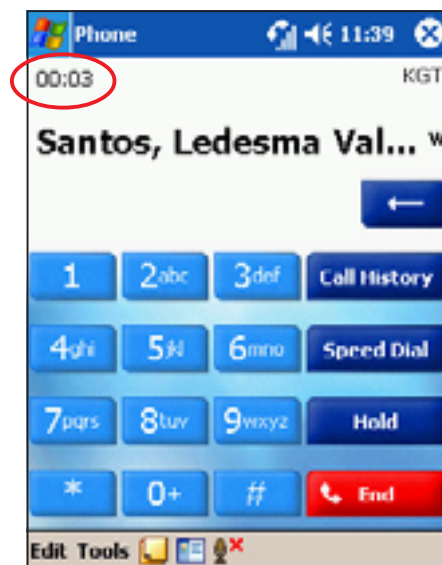
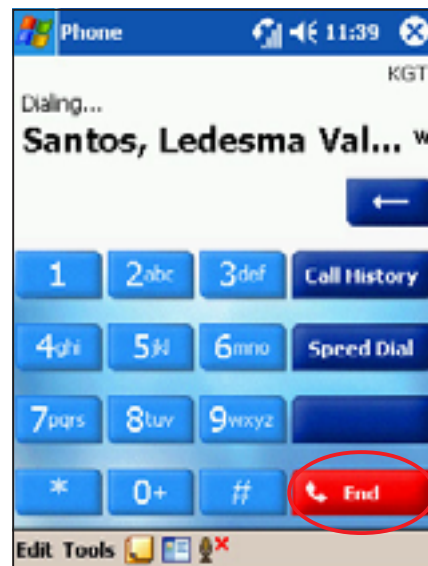
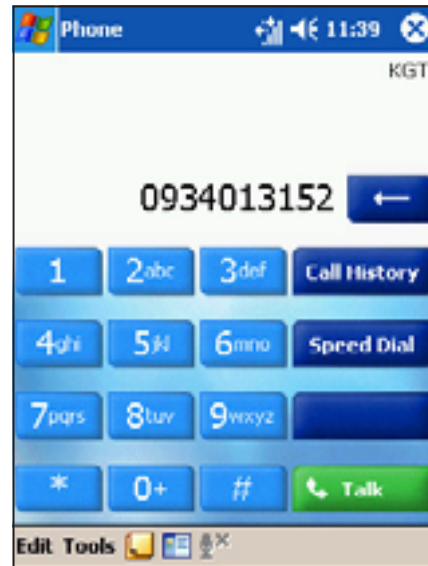
NOTE

Use the correct dialling prefixes when placing a long distance or international call.

If the dialled number is stored in the **Contacts**, the display shows the name of the contact and type of phone number being dialled.

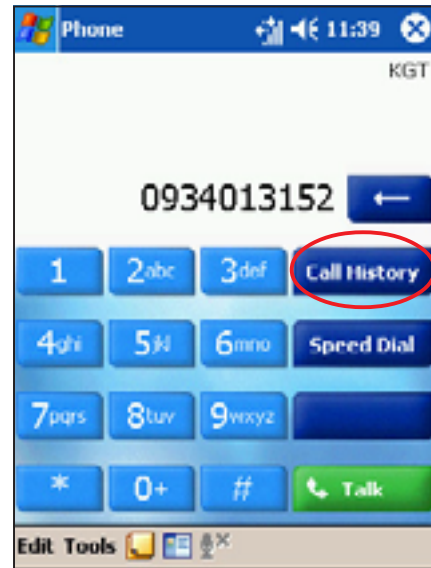
The **Talk** button toggles to **End**.

2. Talk to the called party when connected. The display shows the duration of the call.
Tap **End** to terminate the call.



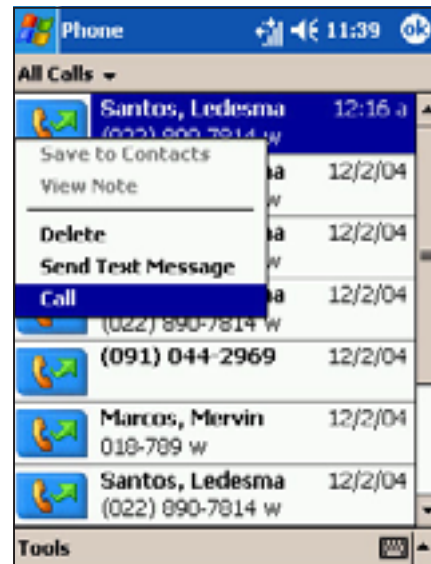
To place a call using the Call History:

1. Tap the **Call History** button to display the incoming, outgoing and missed call information.

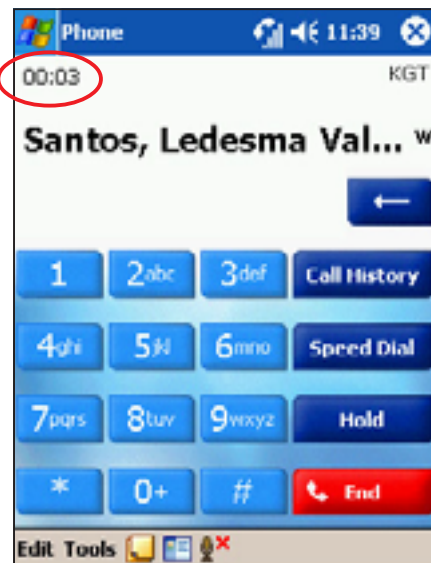


2. Tap and hold the entry you wish to call, then select **Call** from the pop-up menu. The device dials the entry.

If the number you wish to call is not in the list selected, tap **All Calls**, then select from Missed, Outgoing, or Incoming call folders to locate the phone number entry.



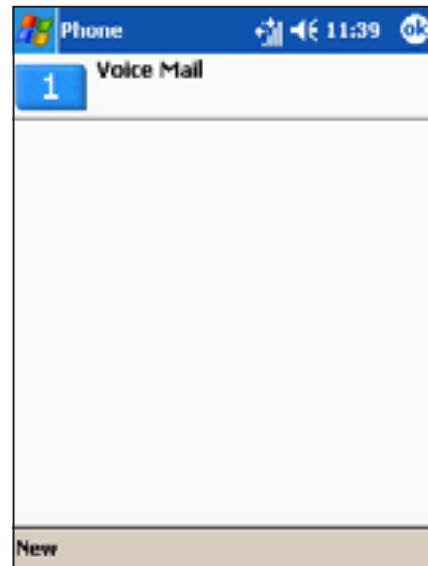
3. Talk to the called party when connected. The display shows the duration of the call.
Tap **End** to terminate the call.



To place a call using Speed Dial:


NOTE You must assign a speed dial key to a phone number before you can use the speed dial feature.

1. From the dialer, tap the **Speed Dial** button to open the Speed Dial window.



2. Tap **New** to display the Contacts list. Select and tap a number from the list.




3. The screen displays the contact information. Tap the **Location** up/down arrow button to assign a speed dial key to the selected contact, then press .

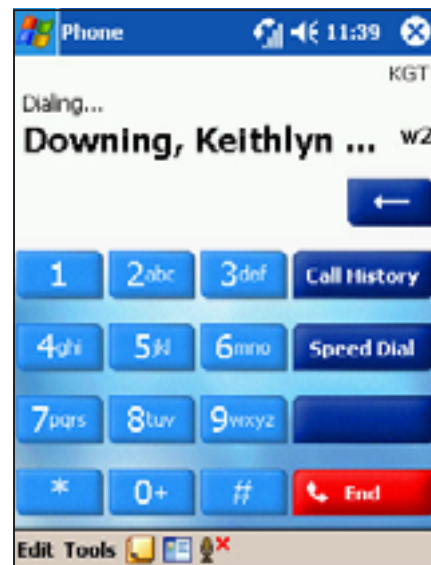
NOTE Speed dial key 1 is reserved for Voice Mail. You can assign up to 99 speed dial keys.




4. The screen shows the speed dial number and the assigned contact information.

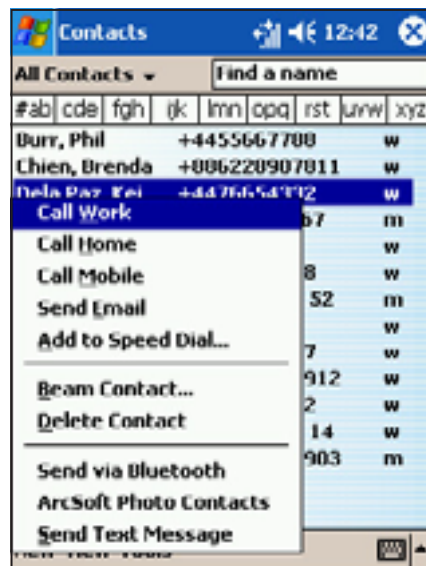


5. Tap the speed dial number, then tap **Talk** to call. Otherwise, tap  to return to the previous menu.



To place a call in Contacts:

1. Tap , then select **Contacts** from the menu. The Contacts window appears.
2. Tap and hold a contact, then select **Call Work/Home/Mobile** depending on the saved contact information.
3. Talk to the called party when connected. The call balloon shows the duration of the call. Tap **End** to terminate the call, or hide to hide the balloon.



Receiving a call

To receive an incoming call:

1. A **Phone - Incoming...** callout appears when you receive an incoming call while the device is in idle mode.

Tap **Answer** to accept the call.



2. The **Phone** window appears. Talk to the called party.
Tap **End** to terminate the call.



Rejecting a call

To reject an incoming call:

1. A **Phone - Incoming...** callout appears when you receive an incoming call while the device is in idle mode.
Tap **Ignore** to reject the call.




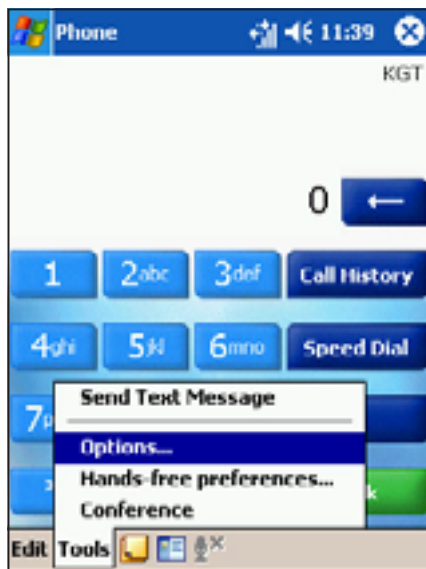
2. A **Phone** callout appears telling you that you have a missed call.
Tap **View** to open the Call History window and view the missed call information.
Otherwise, tap **Close** to ignore and close the callout.



Changing the phone settings

To change the phone settings:

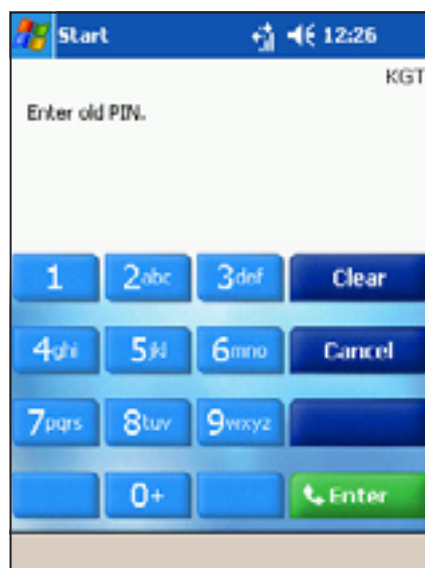
1. From the **Phone** window, tap **Tools** then select **Options**. The phone options window appears.
2. The screen displays the **Phone** settings tab. Change the ring type, ring/keypad tone, and Personal Identification Number (PIN) from this window. Tap  when finished.



To change the PIN:

1. From the **Phone** tab, tap the **Change PIN** button. The phone keypad appears.
2. Enter the old PIN using the phone keypad, then tap **Enter**.
3. When prompted, enter the new PIN, then tap **Enter** to change the PIN.

NOTE Be careful when changing your PIN. You may be required to enter the PIN before you can use some phone functions.

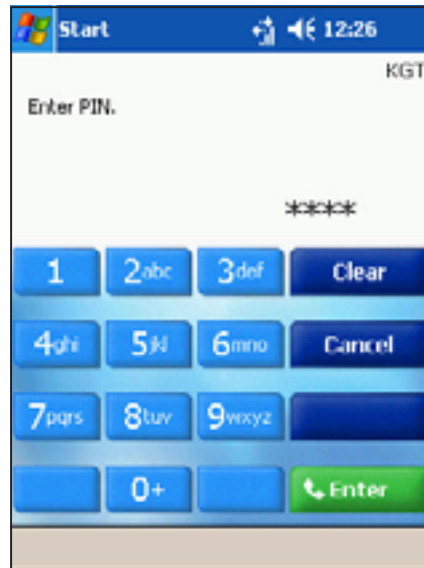


To activate the phone security:

1. From the **Phone** tab, check the item **Require PIN when phone is used**. The phone keypad appears.
2. Enter the PIN using the phone keypad, then tap **Enter**.

NOTE

When the phone security is activated, you need to enter the correct PIN before using the phone application.




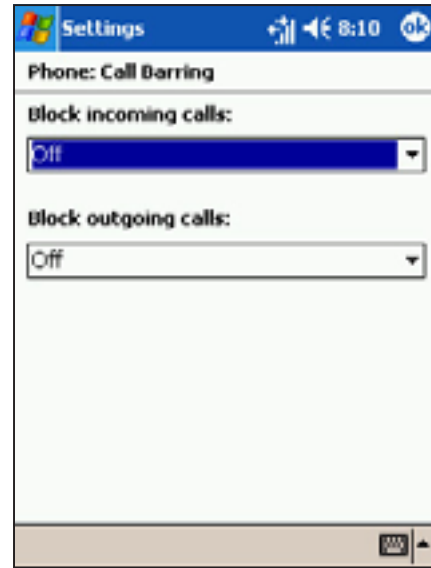
To access the phone network services:

1. From the Phone options window, tap the **Services** tab. The window displays the available network services.
2. Tap a service, then tap the **Get Settings** button to get the network settings for the selected service.




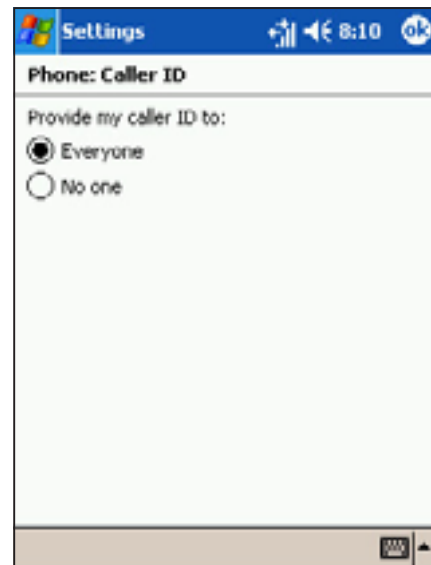
To change the Call Barring settings:

1. From the Services tab, select **Call Barring**, then tap the **Get Settings** button. The screen displays the Call Barring settings.
2. Change the Call Barring settings from this window, then tap . The phone sends the new settings to the network.




To change the Caller ID settings:

1. From the Services tab, select **Caller ID**, then tap the **Get Settings** button. The screen displays the Caller ID settings.
2. Change the Caller ID settings from this window, then tap . The phone sends the new settings to the network.




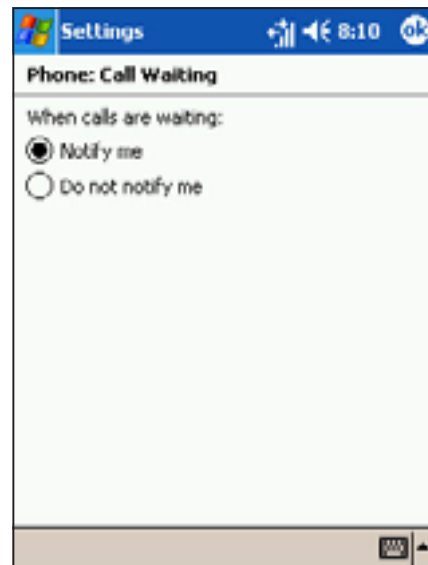
To change the Call Forwarding options:

1. From the Services tab, select **Call Forwarding**, then tap the **Get Settings** button. The screen displays the Call Forwarding settings.
2. Adjust the Call Forward settings from this window, then tap . The phone sends the new settings to the network.



To change the Call Waiting settings:

1. From the Services tab, select **Call Waiting**, then tap the **Get Settings** button. The screen displays the Call Waiting settings.
2. Change the Call Waiting settings from this window, then tap . The phone sends the new settings to the network.




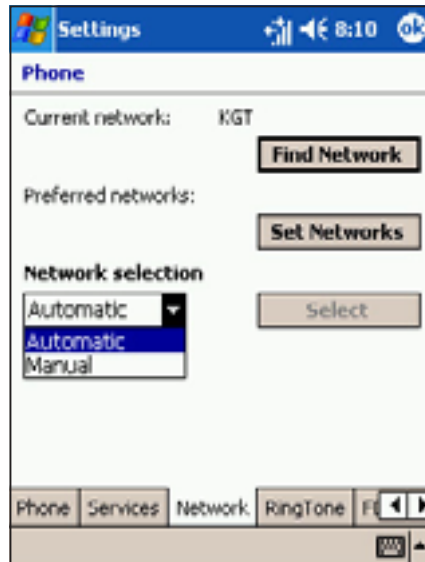
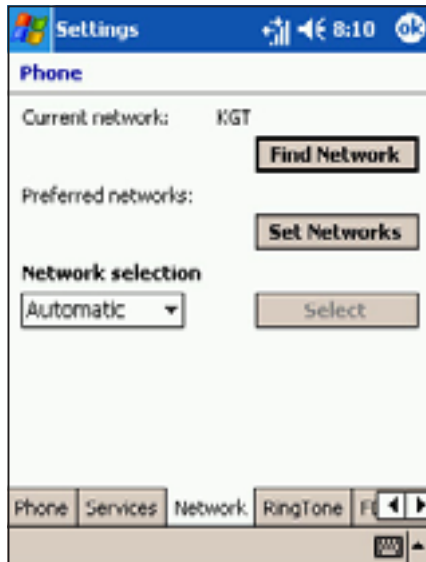
To change the Voice Mail and SMS settings:

1. From the Services tab, select **Voice Mail and SMS**, then tap the **Get Settings** button. The screen displays the Voice Mail and SMS settings.
2. Key-in the new SMS and Voice Mail service center using the soft keyboard, then tap . The phone sends the new settings to the network.



To change the network selection settings:




1. From the phone Settings window, tap the **Network** tab to display the network settings.
2. Select **Automatic** or **Manual** from the **Network selection** option, then tap .



NOTE

It is recommended that you keep the **Network selection** to automatic to keep you connected to your phone network.

To add ring tones in the ring tone selection:


1. From the phone Settings window, tap the **Ring Tone** tab to display available ring tones you can add to the ring tone list.
2. Select the audio file format (*.wav, *.mid, *.wma) from the drop-down menu to display all ring tones saved on that format.
3. To listen to a ring tone, select the ring tone file from the list, then tap . Tap  to stop.
4. Tap the box preceding the ring tone(s) to select and add the tone to the ring tone list.
5. Tap the **Add** button.
6. Tap  when done.

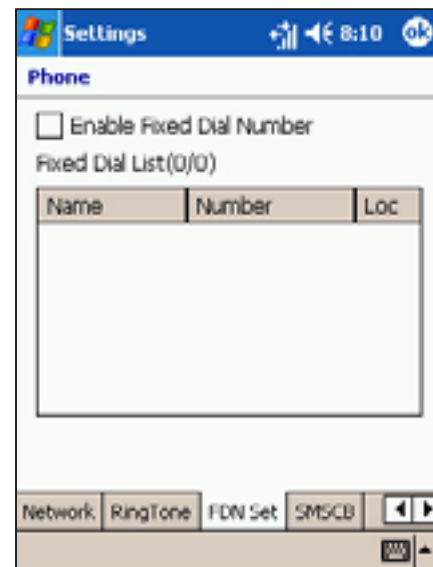


NOTE

Check if the selected ring tone was added to the ring tone list by tapping the **Phone** tab from the Services window, then tap the **Ring tone** down arrow button to display.

To enable fixed dialling:

1. From the phone Settings window, tap the **FDN Set** tab to display the fixed dial settings.
2. Check the option **Enabled Fixed Dial Number**.
3. When prompted, enter the PIN2 using the soft keyboard, then tap **Apply**.
4. When you enter the correct PIN2, you can modify, add, or delete an entry in the Fixed Dial List.
5. Tap  when finished.



SMSCB shows information about the cell location in which you are registered.

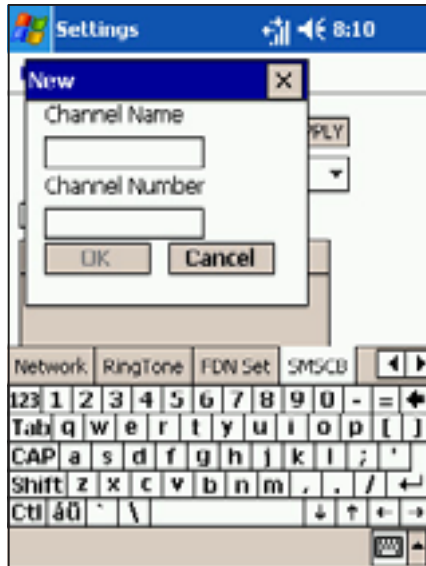
To enable the SMSCB:

1. From the phone Settings window, tap the **SMSCB** tab to display the SMSCB settings.
2. Check the option **Enable SMSCB**.
3. Select the SMSCB language from the LANGUAGE list.
4. If you want to accept all SMSCB channels, check the **Accept All Channels** option.
The available channels are displayed.
5. Tap the **APPLY** button.



To create a new SMSCB channel:


1. From the SMSCB window, tap **NEW**. A pop-up window appears.
2. Use the soft keyboard to enter the channel name and number, then tap **OK**.

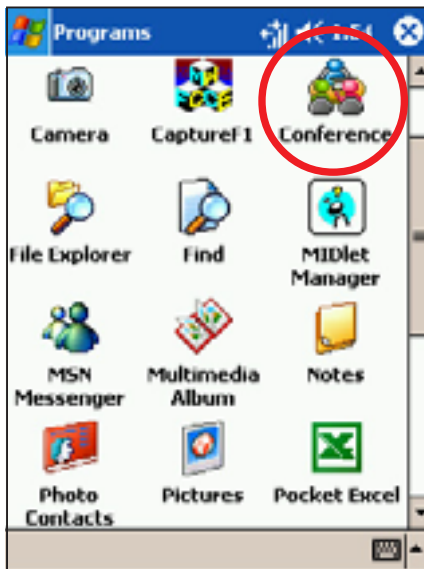


3. The created channel is displayed in the SMSCB window. Tap the box preceding the channel to activate.



Using other phone applications


The following sections provide information on how to use the **Conference**, **SIM Manager**, and **STK** applications. You can access these applications by tapping , then tap **Programs**.



Conference call

The conference call feature of the P505 allows you to talk to up to five parties simultaneously. The **Conference** application provides a graphical conference presentation for easy use.

To start a conference call:

1. Tap , **Programs**, then tap **Conference**.
2. Tap **New Call**, then select the way you want to contact the conference call members.


OR

Tap and hold an empty seat, then select the way you want to contact the conference call members from the pop-up menu.
Refer to the next page for details.



When you select:

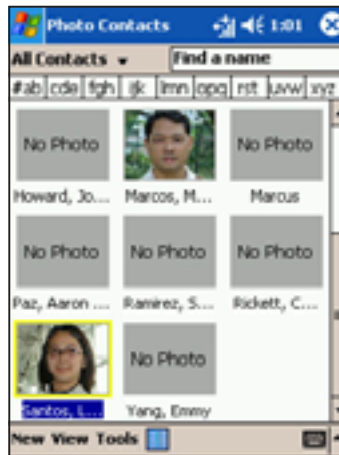
Dial Number

A phone keypad appears on the left side of the screen. Tap the phone number of the conference call member, then tap  to place the call.



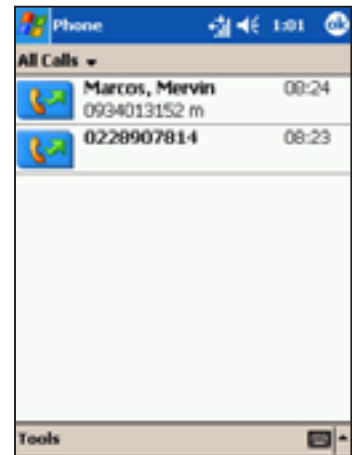
Contacts

The Photo Contacts window appears. Tap and hold a contact, then select **Call Work/Home/Mobile** from the menu.



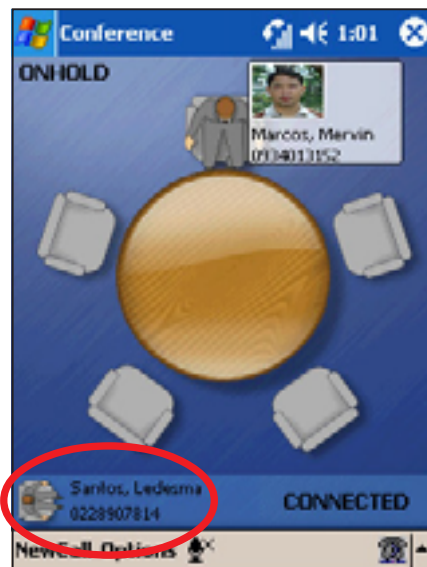
Call History

The Call History window appears. Tap and hold an entry, then select **Call** from the menu.



When connected, the party becomes the first call conference participant.

3. Call another conference participant. When connected, the participant is placed on hold at the bottom of the screen.



4. Tap and hold the new participant, then select **Join Conference** from the menu.

or

Tap and hold the first conference call participant, then tap **Invite Participant**.



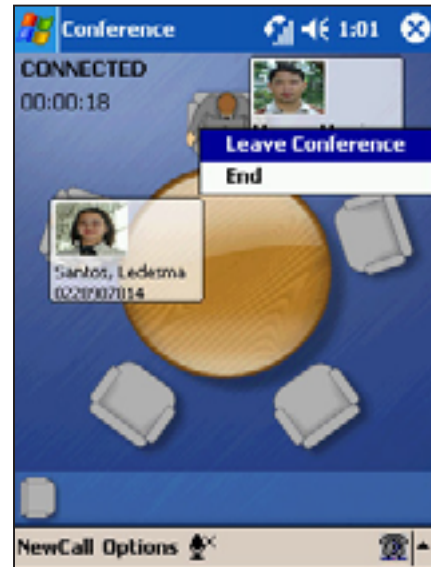
The participant is added to the conference.

5. Follow steps 2 to 4 to call additional conference participants.



To talk privately to a conference call member:

1. Tap and hold the conference call participant you want to talk with privately, then select **Leave Conference** from the menu.



2. The conference is put on hold, while the selected member is placed at the bottom of the screen.
You can now talk privately to the connected participant.



3. To bring the participant back to the conference, tap and hold the icon then select **Join Conference**.
Otherwise, select **Swap** from the menu to talk privately to the other conference call participant or **End** to terminate the conference call participant.

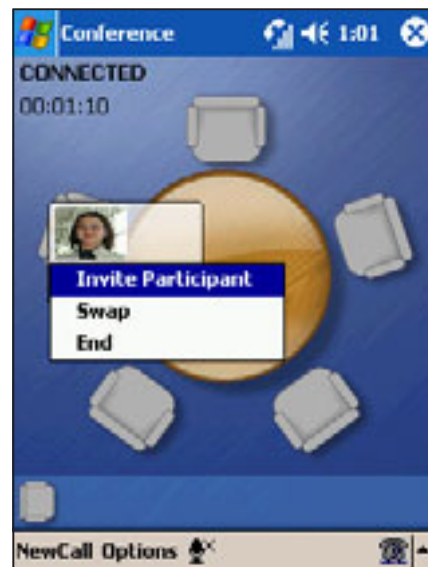


To terminate a conference call member:


1. Tap and hold the member you want to leave, then select **End** from the menu. The selected member leaves the conference call.



2. Tap and hold the remaining member(s) to invite other participants to the call.



To end a conference call:


1. Tap  from the Conference window. The **Phone** window appears.
2. Tap **End** to terminate the conference call.

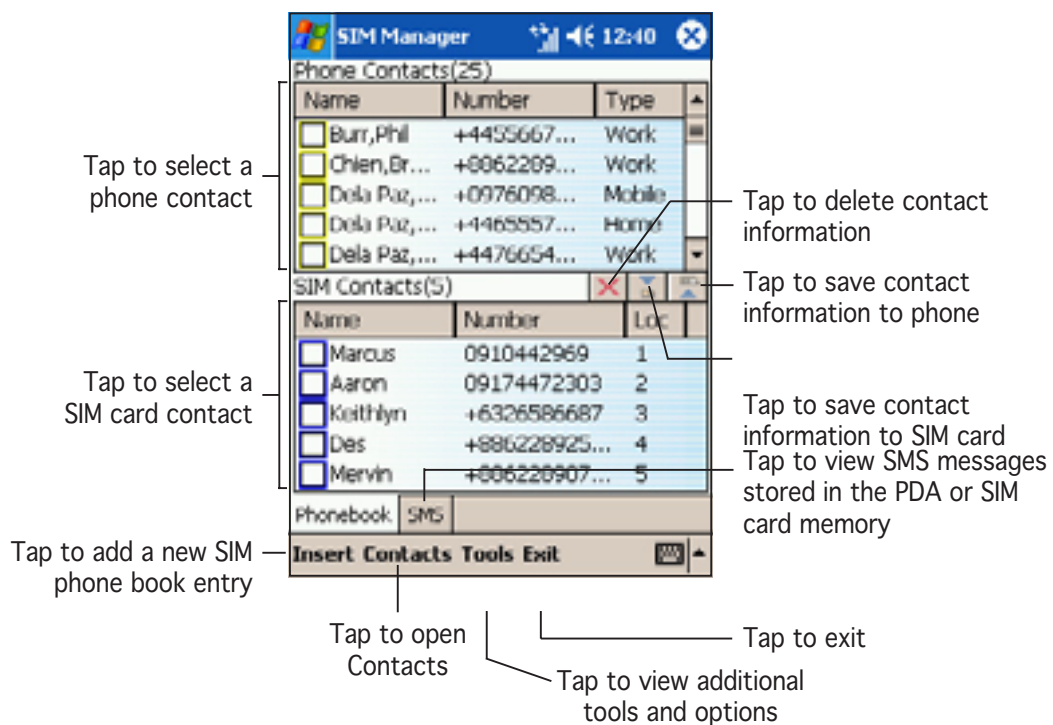
SIM Manager

The SIM Manager application allows you to:

- add, edit, or delete a SIM card contact information
- copy phone contact information to the SIM contacts
- manage SMS messages stored in the SIM card

To launch SIM Manager:

Tap , **Programs**, then tap the **SIM Manager** icon. The SIM Manager screen appears.




The SIM Manager screen lists the Phone Contacts (upper section) and the SIM Contacts (lower section).

NOTE You can manage the phone contacts using the device **Contacts** menu. See chapter 4 for details.

Copying phone and SIM contacts

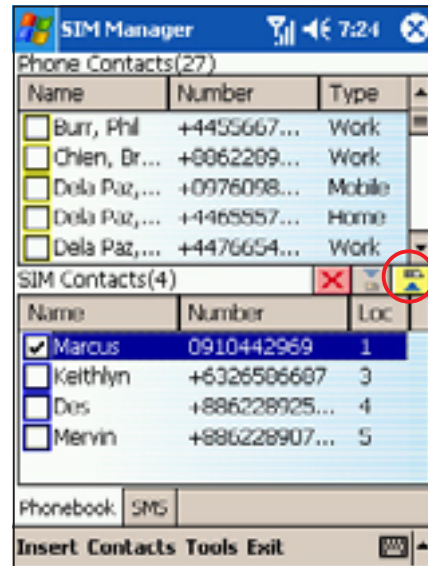
With SIM Manager, you can copy contact information from your SIM to the device Contacts and vice-versa.

To copy a contact from the SIM to the device:

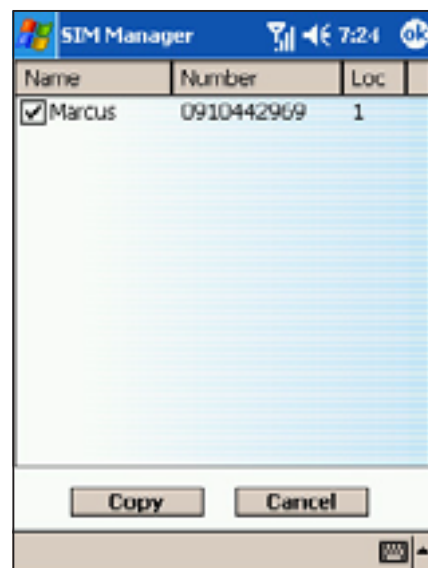
1. Tap the box before the SIM contact(s) you want to copy, then tap .


OR

Tap and hold the **SIM Contacts** section, then select an option from the pop-up menu.



2. The screen displays the selected contact(s). Tap **Copy**.




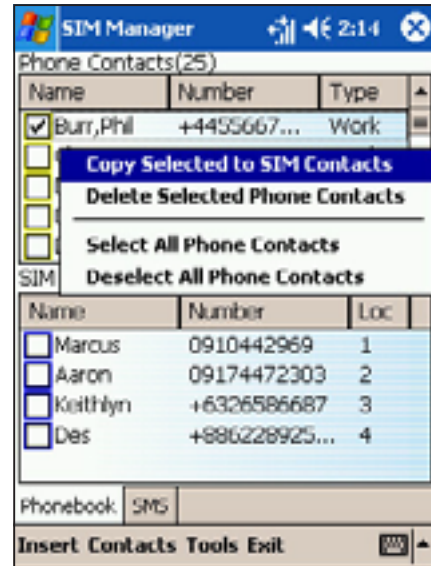
3. A **Copy Done** window appears to indicate that you have successfully copied the SIM contact(s) to the device Contacts. Tap  to close the windows.



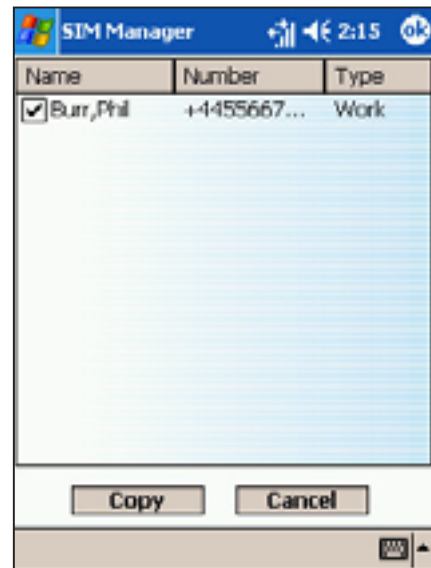
To copy a phone contact to the SIM:

1. Tap the box before the phone contact you want to copy.
2. Tap and hold the entry to display a pop-up menu.
3. Select **Copy Selected to SIM Contacts**.

NOTE After selecting a contact information, you can also tap  to save the entry to the SIM contacts.



4. When prompted, tap **Copy** to copy the contact information to the SIM contacts. Otherwise, tap cancel to return to the previous window.
The display returns to the SIM Manager main window.
5. Check if the contact information is copied to the **SIM Contacts** list.




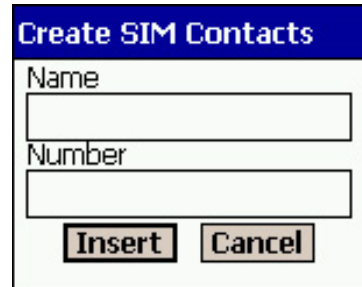
IMPORTANT

- The SIM contacts can only store a contact name of up to ten characters. A message appears when you attempt to copy a long contact name to the SIM Contacts.
- The number of contacts that can be stored on a SIM card varies. Open the **SIM Info** from the **Options** menu to view the SIM memory and phone book status.

Creating a new SIM contact

To create a new SIM contact:

1. Tap **Insert** from the SIM Manager main window. A **Create SIM Contact** window appears.
2. Use the soft keyboard to enter the name and telephone number of the new contact, then tap **Insert**.
3. An **Entry Added!** message appears indicating that you have successfully created a new SIM contact.
4. Tap  to close the window.



Create SIM Contacts

Name

Number

Insert **Cancel**



Create SIM Contacts

Name

Number

Insert **Cancel**

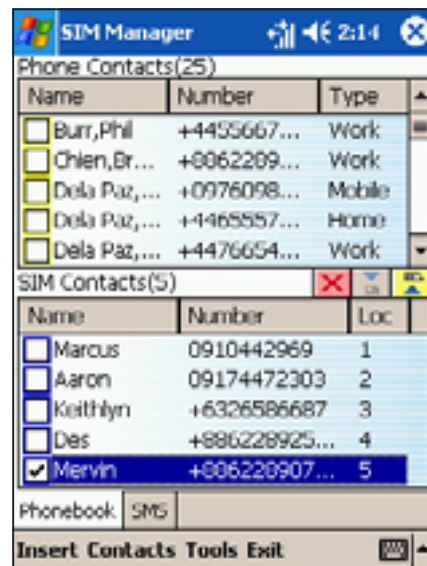


Create Success 

 Entry Added!

The created contact is displayed in the SIM Contacts list.

5. Follow the same instructions when creating new SIM contacts.



SIM Manager

Phone Contacts(25)

Name	Number	Type
<input type="checkbox"/> Burr,Phil	+4455667...	Work
<input type="checkbox"/> Chien,Br...	+8862289...	Work
<input type="checkbox"/> Dela Paz,...	+0976098...	Mobile
<input type="checkbox"/> Dela Paz,...	+4465557...	Home
<input type="checkbox"/> Dela Paz,...	+4476654...	Work

SIM Contacts(5)

Name	Number	Loc
<input type="checkbox"/> Marcus	0910442969	1
<input type="checkbox"/> Aaron	09174472303	2
<input type="checkbox"/> Keithlyn	+6326586687	3
<input type="checkbox"/> Des	+886228925...	4
<input checked="" type="checkbox"/> Mervin	+886228907...	5

Phonebook SMS

Insert Contacts Tools Exit

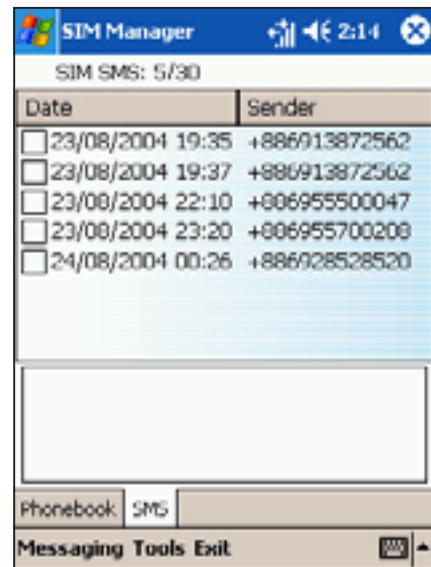
Managing SMS messages

While you can use the ASUS Menu to view incoming SMS messages, the SIM Manager application allows you to view, copy, or delete SMS messages stored in the SIM card memory.

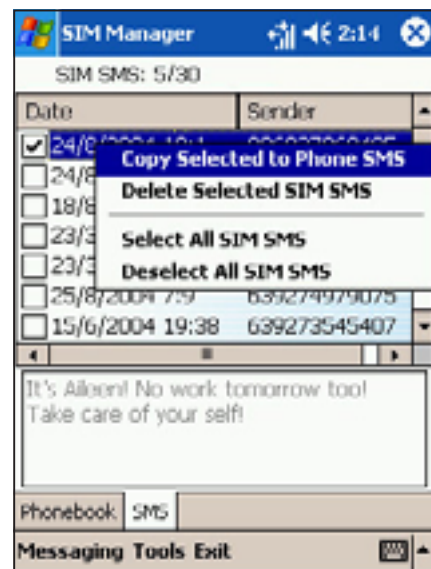
To move an SMS message to the phone SMS inbox:


1. From the SIM Manager main window, tap the **SMS** tab at the bottom of the display.

A list of received SMS messages are displayed.



2. Check the box before the message you want to copy.
3. Tap and hold the message entry, then select **Copy Selected to Phone SMS** from the menu.



4. A **Copy Done** window appears indicating that you have successfully copied the SMS message to the phone SMS inbox. Tap  to close the window.

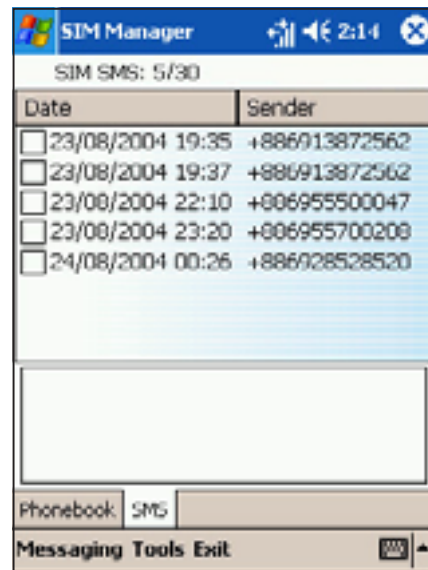


5. Tap the **View Phone** button to view the copied SMS message.

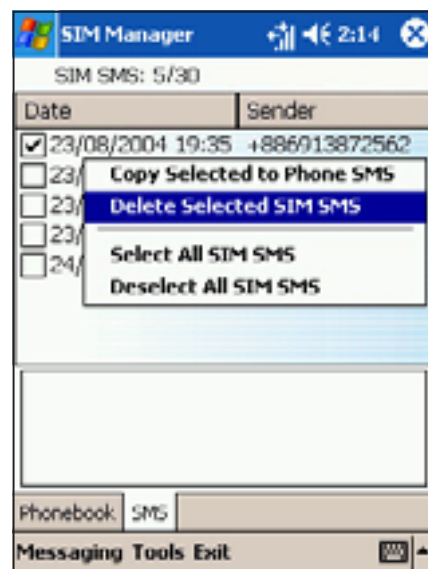
To delete an SMS message:


1. From the SIM Manager main window, tap the **SMS** tab at the bottom of the display.

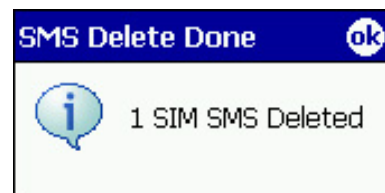
A list of received SMS messages are displayed.



2. Check the box preceding the message you want to delete.
3. Tap and hold the message entry, then select **Copy Selected to Phone SMS** from the menu.



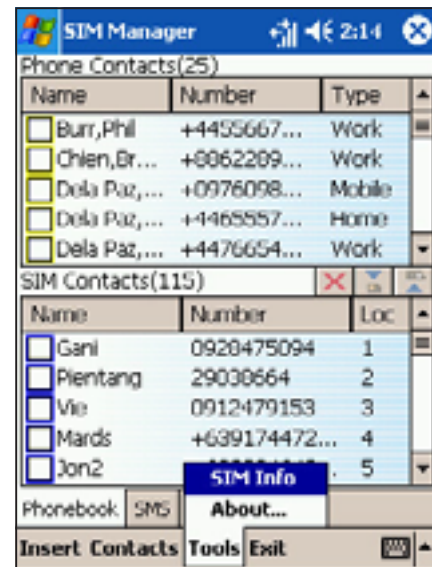
4. An **SMS Delete Done** window appears indicating that you have successfully deleted the SMS message. Tap  to close the window.




Viewing the SIM status

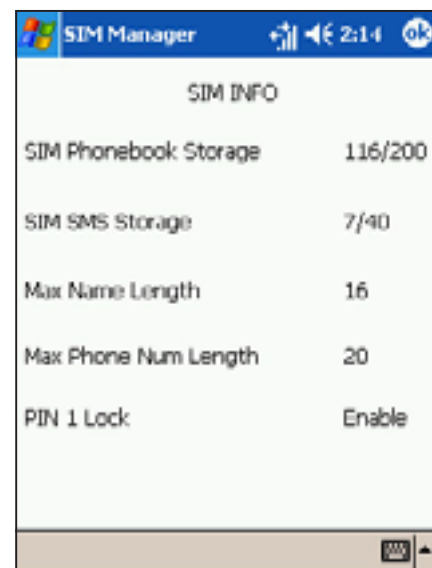
To view the SMS status:

1. From the SIM Manager main window, tap **Tools** at the bottom of the display, then select **SIM Info**.



2. The window shows the available SIM phone book and SMS storage, maximum name and phone number length, and the status of the PIN1 lock.

Tap  to close and return to the SIM Manager main window.




STK (SIM Tool Kit)

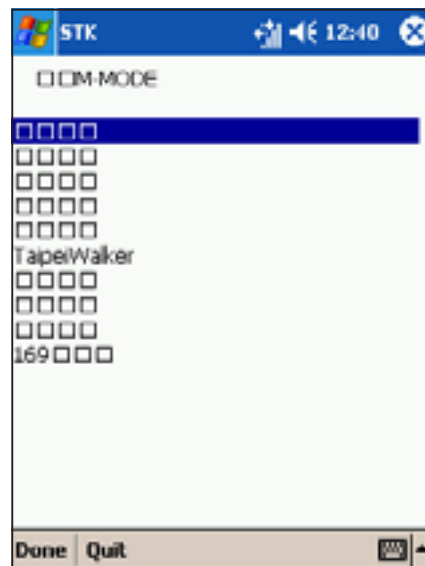
The STK menu lists value-added services offered by your phone operator. You can use this application to access or launch these services.

NOTE

The value-added services may vary according to your phone operator, location, and/or availability.

To launch STK:

1. Tap , then tap **Programs**
2. Tap the **STK** icon. The STK screen appears.
3. Tap on a service to access or launch.



NOTE

The STK window shows blank when your phone operator has no value-added services.

Chapter 6

Messaging features

This chapter teaches you how to use the device to send MMS, SMS, and e-mail messages.

Chapter summary

- **Messaging features 6-3**
 - Using the Messaging application 6-3
 - Creating message accounts 6-9
- **Multimedia Messaging Service (MMS).....6-12**
 - Composing an MMS message 6-12
 - Previewing the message 6-17
 - Creating and organising slides 6-19
 - Sending the MMS message 6-21
- **Short Message Service (SMS)6-24**
 - Opening the Text Messages account 6-24
 - Creating text messages 6-25
 - Sending the text message 6-29
 - Changing the text message settings 6-30
- **E-mail.....6-31**
 - Synchronizing e-mail messages 6-31
 - Connecting directly to an e-mail server 6-31
 - Using the Inbox 6-33
 - Creating e-mail messages 6-35
 - Sending the e-mail message 6-40


Messaging features

The P505 Smart PDA Phone allows you to send Multimedia Messaging Service (MMS), Short Message Service (SMS), or e-mail messages to a mobile phone or computer.

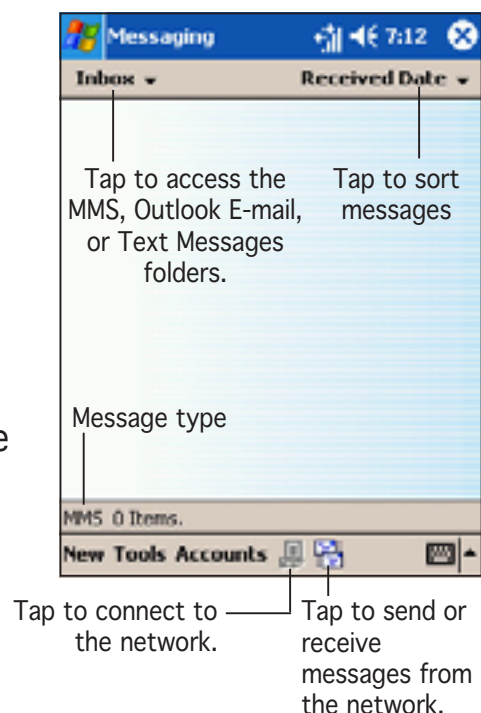
The device **Messaging** application integrates the MMS, SMS, and e-mail message accounts in one simple interface. From this application, you can manage, send, store, delete, and share e-mails, texts, or multimedia messages.

Using the Messaging application


To launch Messaging:

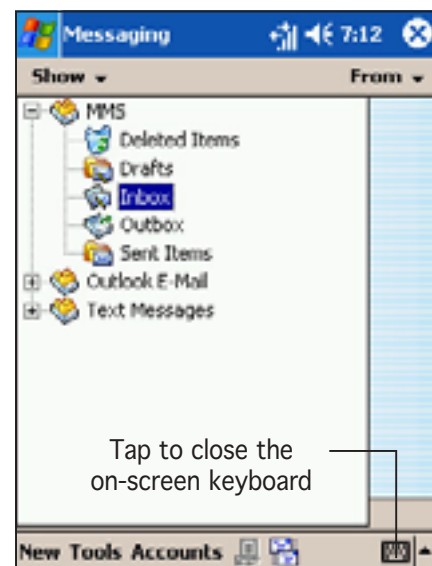
1. Tap .
2. Tap **Messaging**. The screen shows the Inbox of one of the three message accounts (MMS, Outlook E-mail, and Text Messages)

The device shows one folder of messages at a time. This may be the Inbox, Outbox, Sent, etc. folder of MMS, Outlook, a private e-mail account, etc.




To move between folders and message types:

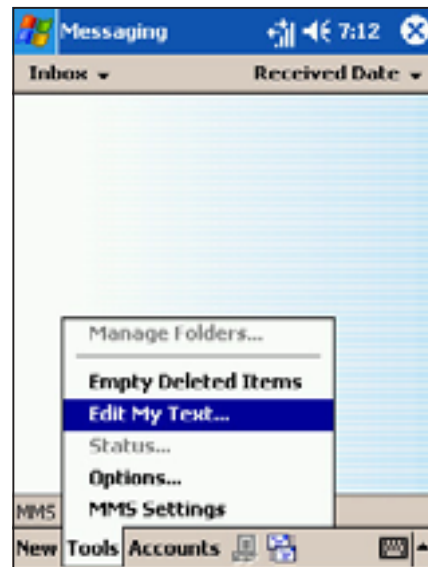
1. Tap on the folder name of the current message(s) displayed (e.g. Inbox, Sent, Deleted Items).
2. Tap on the name of the account you want to view.
You may have to expand the folder, by tapping on + , to see the message types.
3. Tap  to close.



To change the frequently used message text:

You probably use some phrases frequently in messages. Instead of writing or entering this text each time, you can select the phrase from a list of ten messages (called My Text). To see or change the default text:


1. Tap , then tap **Messaging**.
2. Tap **Tools**, then select **Edit My Text**.

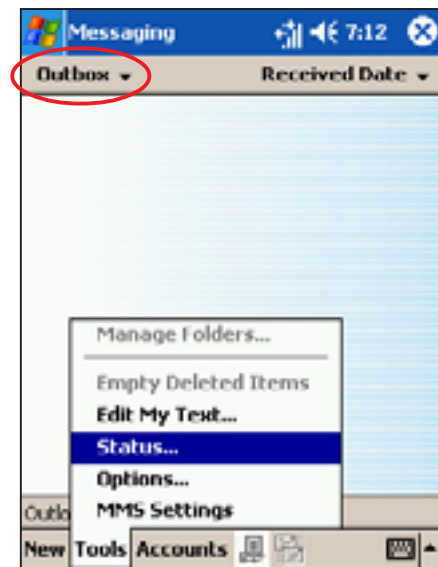



3. Tap on the text you want to edit or replace and edit the text displayed.

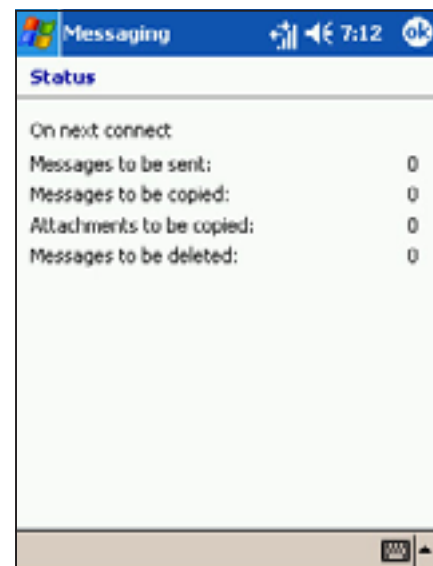


To view e-mail account status:


1. Tap , then tap **Messaging**.
2. Tap the folder name (top left) to make sure that you are in an E-mail folder.
3. Tap **Tools**, then select **Status**.

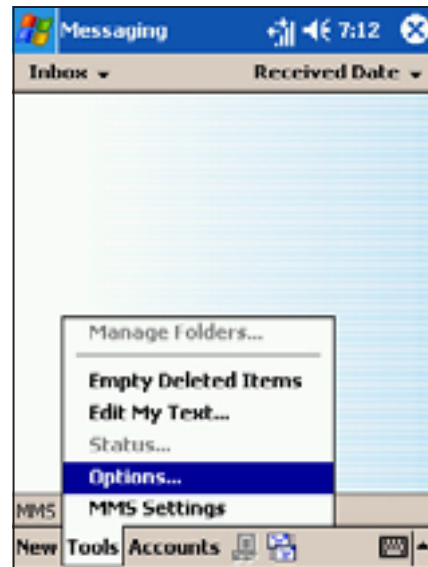


4. View the account status. Press  to return to the previous screen.



To change the account options:

1. Tap , then tap **Messaging**.
2. Tap the folder name (top left) to make sure that you are in an E-mail folder.
3. Tap **Tools**, then select **Options**.




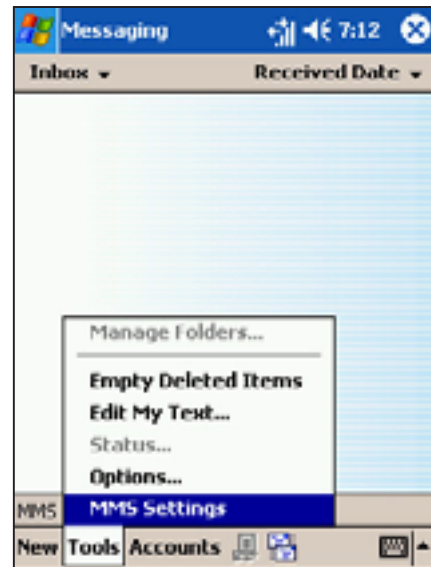
4. Select from the tabs at the bottom of the screen to change the account options. Refer to the table below for the tab description.



Tab	Allows you to
Accounts	Change, delete, view MMS, SMS, or E-mail accounts
Message	Change reply and other message options
Address	Set the default e-mail address list for the Contacts menu.
Storage	View the main/storage card memory status and empty the deleted items folder of the selected account

To change the MMS settings:


1. Tap , then tap **Messaging**.
2. Tap the folder name (top left) to make sure that you are in an MMS folder.
3. Tap **Tools**, then select **MMS Settings**.
4. Select a tab to display its contents.

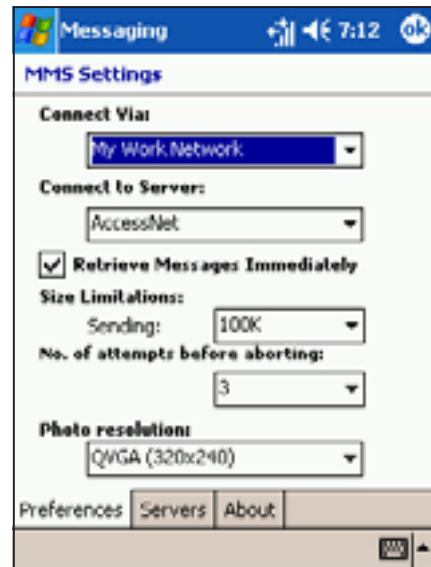


Preferences

The **Preferences** tab allows you to:

- specify the MMS connection
- specify the MMS connection server
- limit the size of MMS sending
- set the number of send attempts before aborting
- set the resolution of the photo attached to an MMS message.

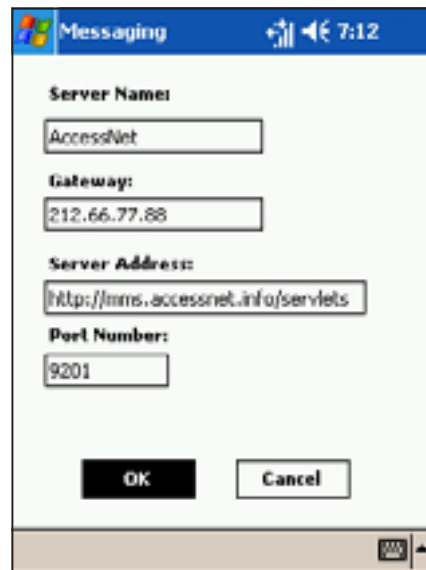
Click the down arrow button after each item to display additional options. Tap  to effect the changes.



Servers

The **Servers** tab allows you specify or change the server name, gateway, server address, and the port number to use in receiving MMS messages.

You can change these settings by tapping the item, then type the new values using the soft keyboard. Tap the **OK** button to enter the changes.



About

The **About** tab displays the MMS Composer software information and End User License Agreement.



Creating message accounts

You may want to add further messaging accounts, for example, an account for private POP3 or IMAP4 e-mail messages. To do this:

1. From the Messaging screen, tap **Accounts**, then select **New Account**.
2. Enter your e-mail address, then tap **Next**.



3. The device tries to automatically configure the account settings. If successful, **Completed** appears in the Status field. Tap **Next** to continue. Otherwise, tap **Skip** to manually configure the settings.



4. When prompted, key-in your name, user name, and password in the fields. Tap **Next** when finished.
5. Select the account type from the drop-down menu. Refer to the accounts description below.



Accounts description

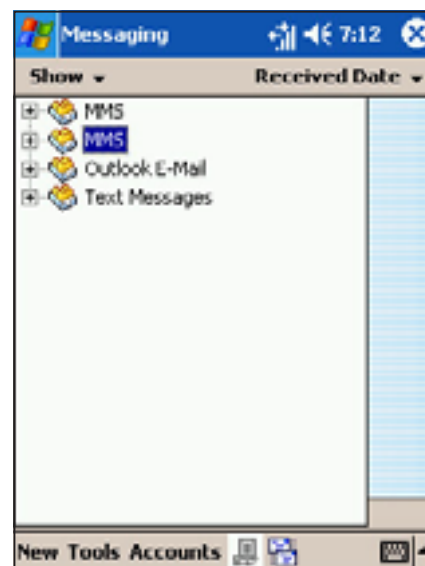
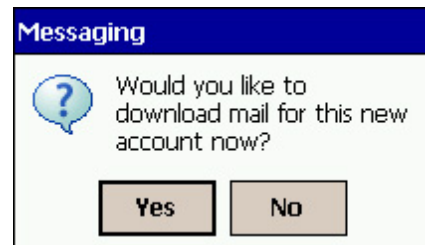
- If you select **MMS**, all MMS messages received are automatically stored in the Inbox folder of the created account.
- If you select **POP3** and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.
- If you select **IMAP4**, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

6. Type the account name on the field, then tap **Next** when finished.
7. Enter the incoming, outgoing mail, and domain in the fields.



NOTE If you are unsure on the server information, check with your system administrator, Internet, and/or telephone operator.

8. Tap the **Options** button to adjust the advanced account settings. Otherwise, tap **Finish**.
9. A **Messaging** window appears. Tap **Yes** to download messages to the created account. Otherwise, tap **No** to close the window.
10. Go to the Messaging main screen, then tap **Inbox** to display the created account.
11. Follow the same instructions to create other accounts.



Multimedia Messaging Service (MMS)

NOTE

You may have to subscribe to your phone operator's MMS service to send MMS messages. Contact your phone operator for details.


Multimedia Messaging Service or MMS is a messaging feature that allows you to send messages with text, audio, video, or animation attachments to an MMS-enabled mobile phone or a computer with e-mail capability. An MMS message is composed of one or many slides. Each slide can contain a maximum of three objects (text, audio, and photo or video file).

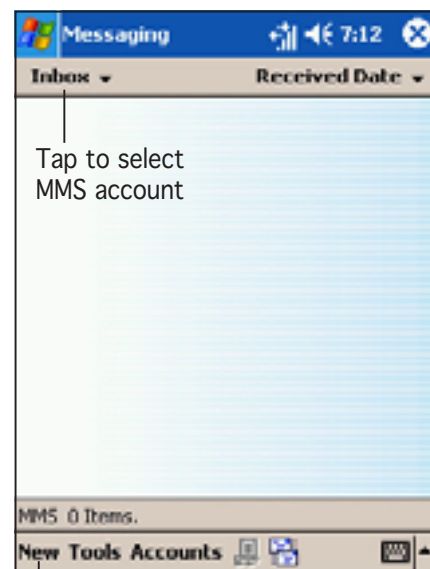
NOTE

The default maximum file size for an MMS message is 10 KB. You may change the file size limit in the Preferences tab of the MMS Settings menu. Your phone operator may limit the size of the MMS message that you can send. See page 6-7 for details.

Composing an MMS message

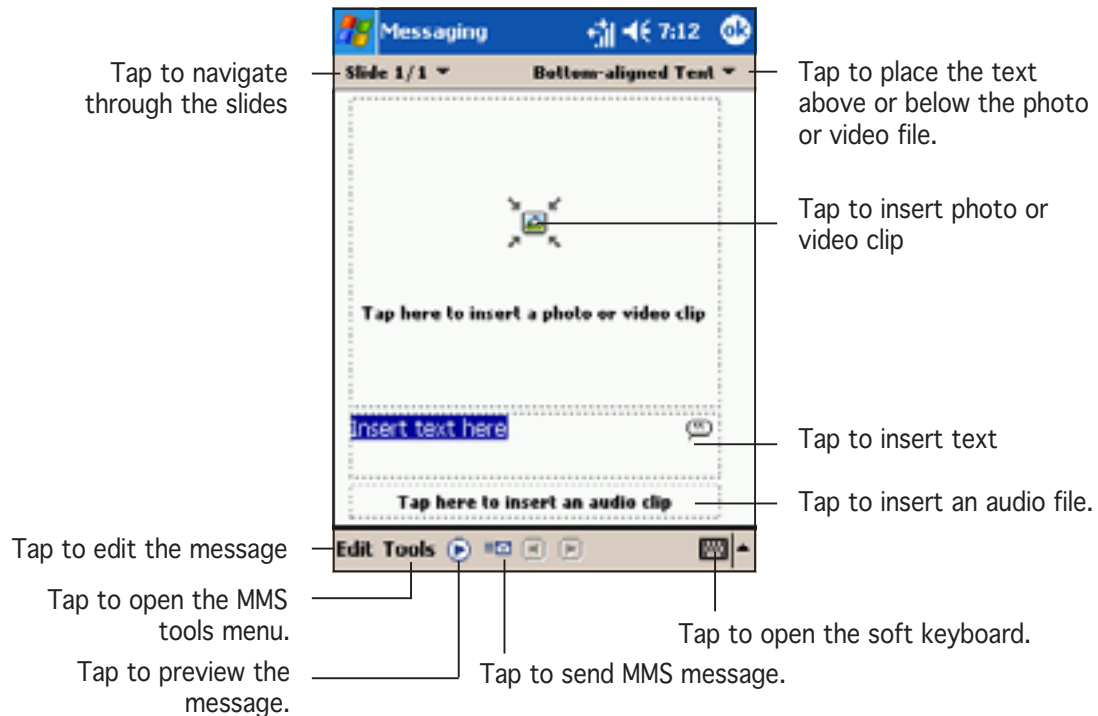
To compose an MMS message:

1. Tap , then tap **Messaging**.
2. Tap the folder name (top left) to make sure that you are in an MMS folder.
3. Tap **New**.



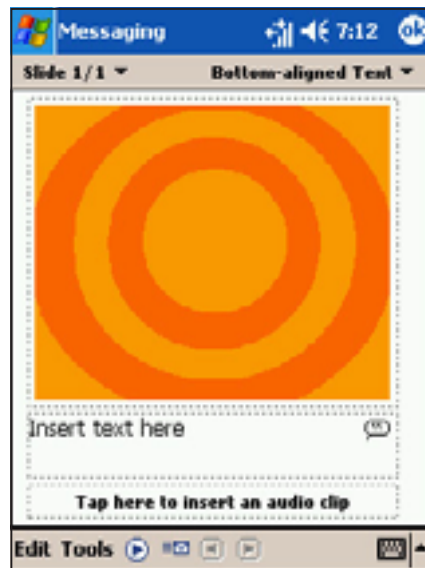
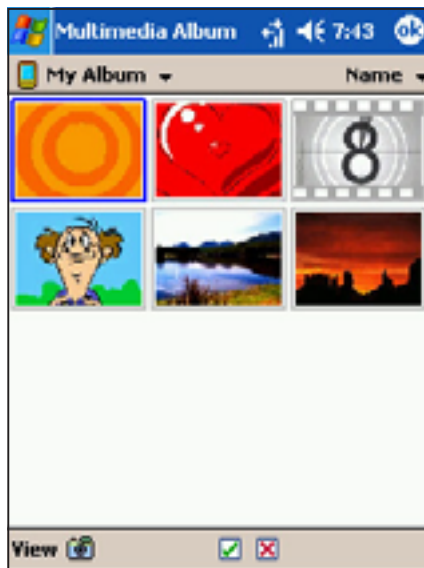
Tap to compose new MMS message

MMS message screen



To add a photo or video clip from Multimedia Album:


1. Tap the photo or video clip field to open the **Multimedia Album** window.
2. Tap a photo or a video clip to insert.

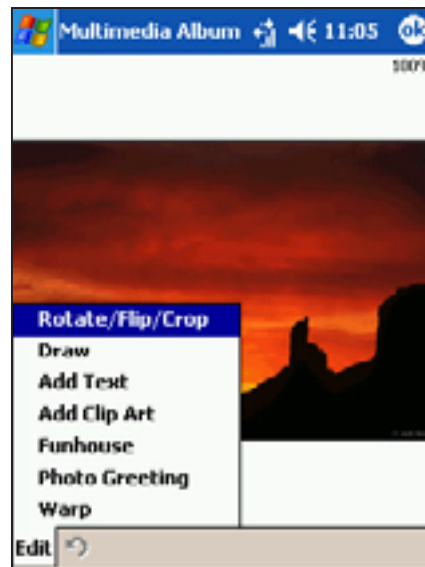


NOTE

To change the inserted photo or video, tap on it, then select another photo from the Multimedia Album.

To edit an inserted photo:

1. Tap and hold the photo, then select **Edit** from the pop-up menu. The Multimedia Album screen appears.
2. Select a photo editing tool from the **Edit** menu, then edit the photo. When finished, tap  to return to the messaging screen.

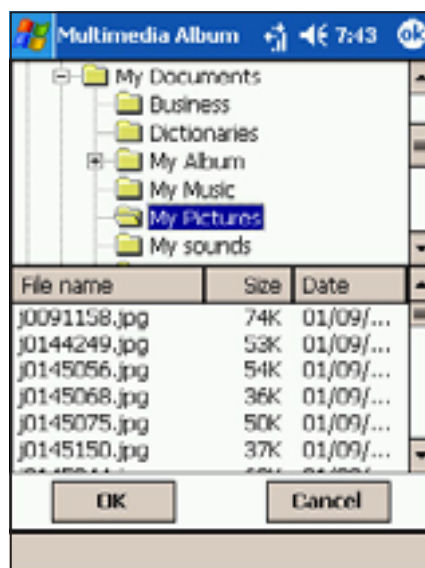
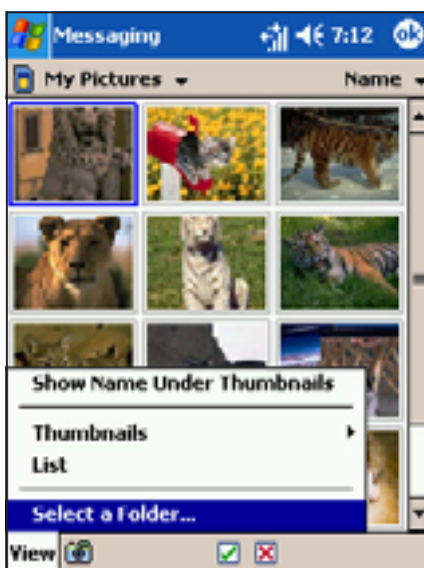


NOTE

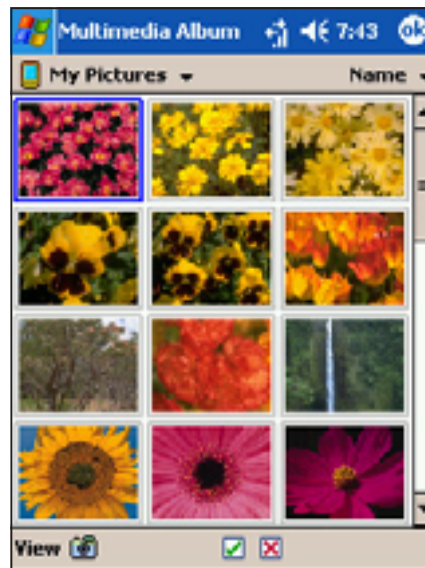
See page 7-30 for detailed information on editing photos using the Multimedia Album application.

To add a photo or video clip saved elsewhere:

1. From the Multimedia Album, tap **View**, then **Select a Folder**.
2. Locate the photo or video clip folder, then tap **OK**.

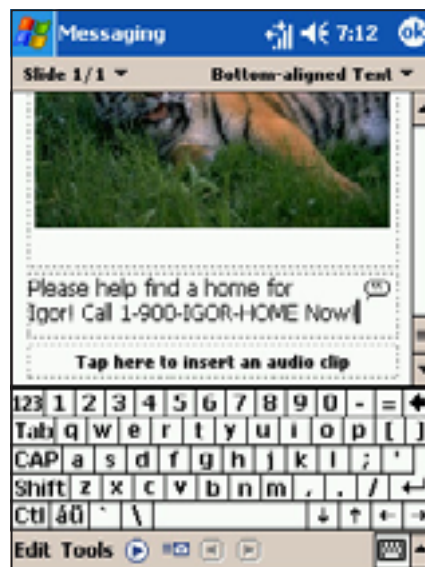


3. The Multimedia Album displays the contents of the selected folder. Select and tap a photo or video clip to insert.



To add text to the MMS message:

1. Tap the text field. The soft keyboard appears.
2. Type the text using the input panel, then press the input panel icon when finished.




To add an audio clip to the MMS message:

1. Tap the audio clip field to open the device **My Sounds** folder.
2. Select the audio clip to insert, then tap .



NOTE




The audio clip automatically plays when selected. The duration of the audio clip and the time elapsed are displayed on the bottom right corner of the screen.

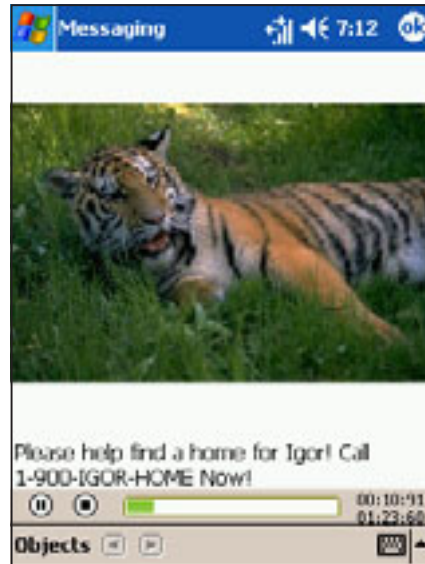
3. If the audio clip you want to insert is in another folder, tap **My Sounds**, then select **My Device**.
4. Locate the audio clip from the folders, then tap  to insert. The audio clip is inserted to the MMS message.



Previewing the message

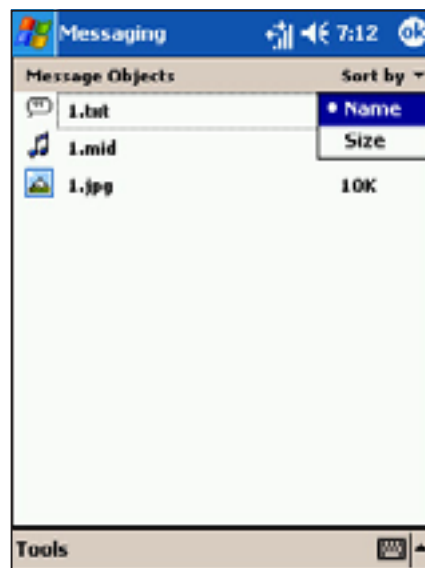
To preview the message:


1. After composing the MMS message, tap  to preview.
2. Tap  to pause or  to stop the preview.

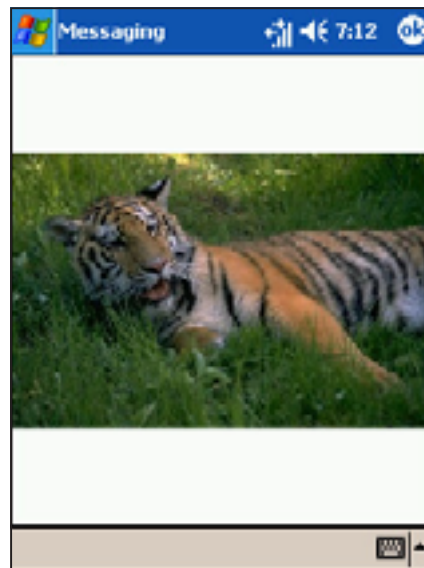


To preview the message objects individually:

1. Tap **Objects** from the MMS preview window to display the message objects.
2. Tap on an object to display. You can sort the objects by name or by file size by tapping **Name**.

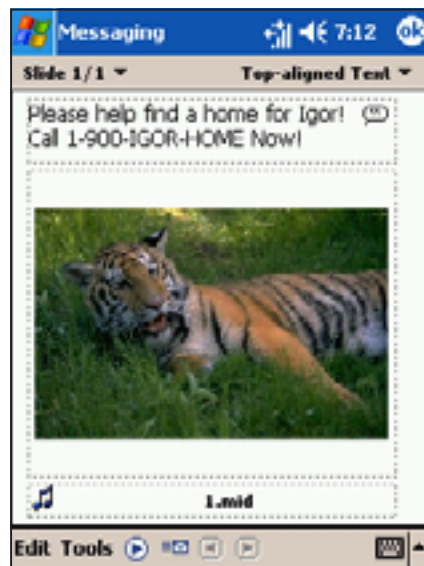
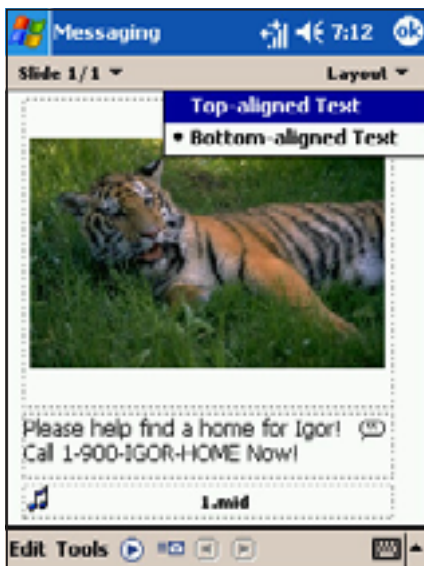


3. The screen displays the selected object. Tap  to return to the **Message Objects** window.
4. Do steps 2 to 3 to preview another message object.



To reposition the text:

Tap the text alignment (top right of the screen), then select **Top-aligned Text** or **Bottom-aligned Text** from the menu to reposition the text.



Creating and organizing slides

To add another slide:

1. Tap **Edit**, then select **New Slide** from the menu. A new MMS message slide window appears.
2. Insert text, photo or video clip, and audio file to the new slide. Refer to the previous section for details.



3. Preview the MMS slide following the instructions in the previous section.

To delete a slide:


1. Tap the slide number (top-left), then select the slide you want to delete.
2. Tap **Edit**, then select **Delete Slide** to delete.

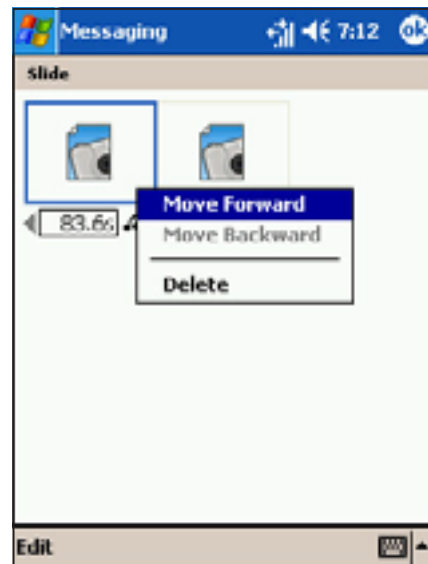


To organize multiple slides:

1. Tap **Edit**, then select **Organize Slides** from the menu. The screen displays an icon of each slide.




2. Tap and hold a slide icon to display a pop-up menu. Select an option to move the slide forward or backward in the slide sequence, or to delete.
3. Tap  when finished.




Sending the MMS message

To send the MMS message to a mobile phone:

1. When you are ready to send the MMS message, tap  to save and send the message.
2. Enter the mobile phone number(s) of the message recipient(s). If there are two or more recipients, separate the contact numbers with a semi-colon (;).

OR

Tap the **To Phone** button to view your contacts. Tap the box before a contact to select, then tap .

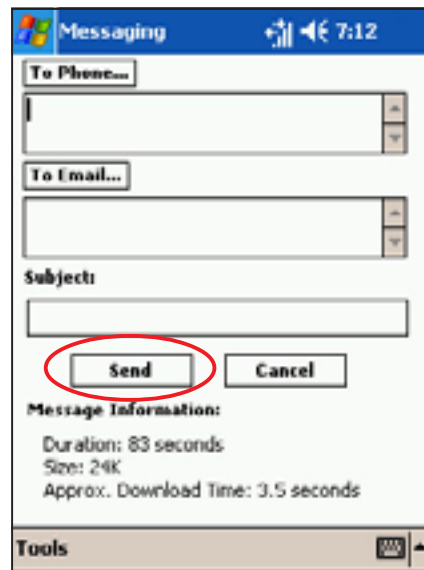
You can display the contacts in the SIM card by tapping the **SIM** tab.

NOTE The phone list displays only the mobile phone numbers of your contacts.



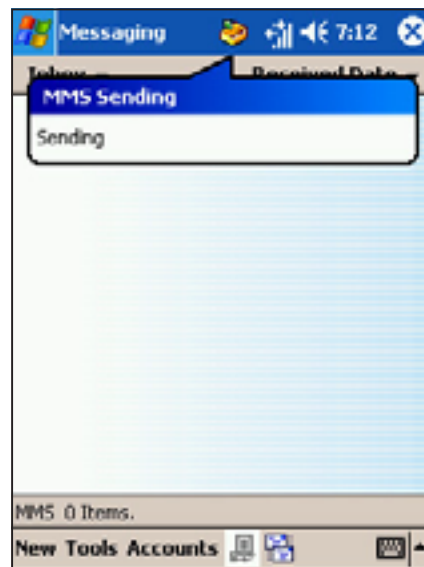
3. Enter the message subject.

4. Tap the **Send** button.




NOTE Hide the input panel to see the message information.

The outbox icon appears to indicate that the MMS message is being sent to the recipient(s).




To send the MMS message to an e-mail address:

1. When you are ready to send the MMS message, tap  to save and send the message.
2. Enter the e-mail address(es) of the message recipients. If there are two or more recipients, separate the e-mail address with a semi-colon (;).

OR

Tap the **To Email** button to view your contacts' e-mail addresses.

Tap the box before a contact to select, then tap .



3. Enter the message subject.

NOTE Hide the input panel to see the message information.

4. Tap the **Send** button.
The outbox icon appears to indicate that the MMS message is being sent to the recipient(s).




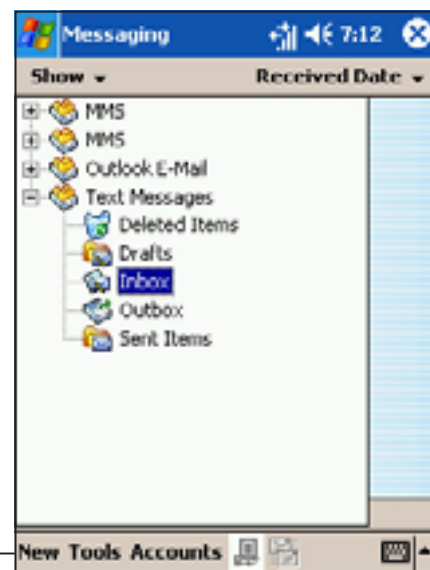
Short Message Service (SMS)

Short Message Service or SMS allows you to send text messages to almost any mobile phone, e-mail, or even to a fax machine. In **Messaging**, you can manage SMS messages using the Text Messages account.

Opening the Text Messages account

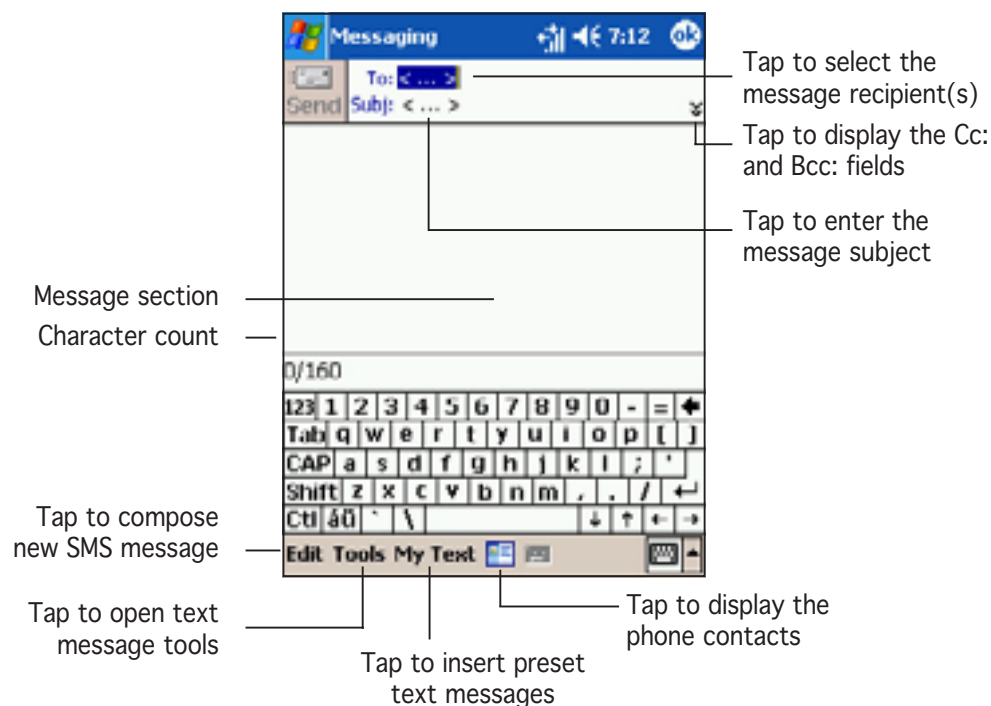
To open the Text Messages account:

1. Tap , then tap **Messaging**.
2. Tap the folder name (top left) to make sure that you are in an SMS folder.
3. Tap **New** to compose a new SMS message.



Tap to compose new SMS message

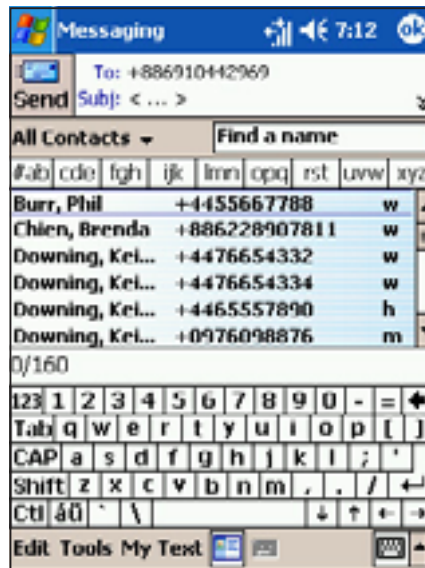
SMS main screen




Creating text messages

To compose a text message:

1. Tap the **To:** field to enter the message recipient(s) manually, or tap over **To:** to display the contact list.
2. Enter the mobile phone number or select from the contact list.



3. Tap **Subj:** , then type the SMS message subject.
4. Tap  to display the **Cc:** and **Bcc:** fields, then select the recipients for these fields.



NOTE Tap  to open, or  to close the Cc: and Bcc: fields.

5. Tap the **Account** field down arrow, then select **Text Messages**.



6. Tap the message section, then type the message using the on-screen keyboard.



To insert a preset text

1. From the Text Message main window, tap **My Text**.
2. Select a preset message from the list to insert.




To use the spell check:

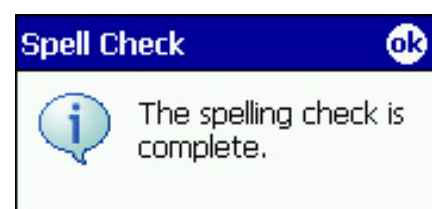
1. After composing the text message, tap **Tools**, then select **Spell Check**.




2. The spell checker searches for misspelled words, then displays an alternative word list. Tap the correct word to replace, or tap **Ignore** to leave the word unchanged.

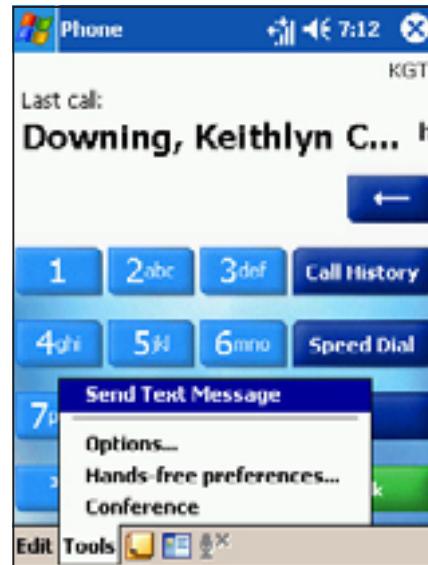


3. A **Spell Check** window appears when spell check is complete. Tap  to close.



To compose a text message from the Phone application:

1. Tap , then tap **Phone**.
2. Tap **Tools**, then select **Send Text Message**.



3. The **Messaging** window appears. Follow the instructions in the previous sections to compose the message.

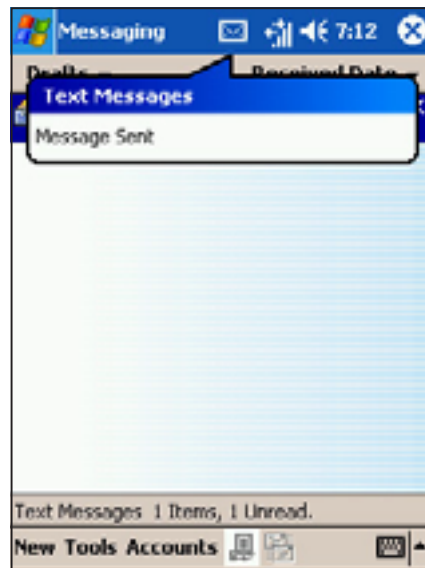


Sending the text message

To send the text message:


1. When finished, tap **Send** to send the text message to the recipient(s).

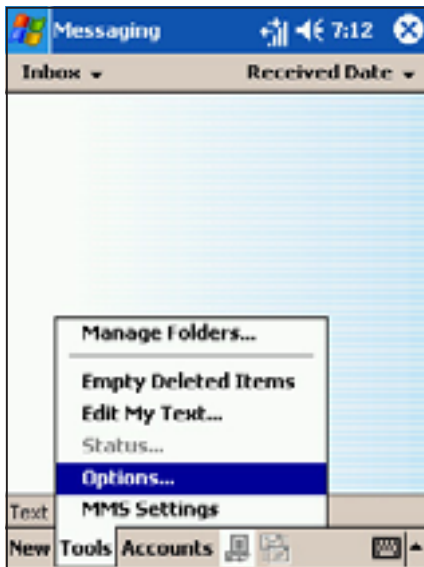
The SMS message icon appears to indicate that the SMS message is being sent to the recipients.



Changing the text message settings

To change the text message options:

1. In the Messaging main window, select the **Text Message** account, tap **Tools**, then select **Options**.
2. Select a tab, then adjust the settings accordingly. Tap  when finished.
See page 6-7 for details.



To change the SMS service center number:

1. In the **Options** window, tap the **Accounts** tab, then tap **Text Messages**.
2. Tap the new SMS service center number, then tap .



NOTE

Contact your phone operator before changing the SMS service center.

E-mail

Send and receive e-mail messages by:

- synchronizing with Microsoft® Exchange or Microsoft® Outlook on your desktop computer by cradle, infrared, or Bluetooth™.
- connecting directly with your Microsoft® Exchange/Outlook or POP3/IMAP service using GPRS (contact your system administrator, phone operator, or network provider for more details).

Synchronizing e-mail messages

Once ActiveSync® has been installed on your desktop computer you can link your desktop computer to your P505 using the cradle. You can also use infrared or Bluetooth™, if your computer has these capabilities. Each time you connect, the P505 and computer compare e-mail content and synchronize, so you have the same information on each device.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past five days only, the first 100 lines of each message, and file attachments of less than 100 KB in size.
- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, then sent by the computer.
- E-mail messages in subfolder must be selected in ActiveSync on your desktop computer in order to be transferred.

NOTE

You can also synchronize e-mail messages with your desktop computer from a remote location. Refer to the ActiveSync help file.

You can change how messages are transferred, for example, transfer all content or download messages from subfolders by changing the appropriate settings in ActiveSync® on your desktop computer.

Connecting directly to an e-mail server

To send and receive messages using GPRS, you need to set up a connection to the network and your e-mail or Internet service provider.

When you connect to the e-mail server, new messages are downloaded to the **Outlook E-mail** account's **Inbox** folder, messages in the device **Outbox** folders are sent, and messages that have been deleted on the e-mail server are removed from the device **Inbox** folder.

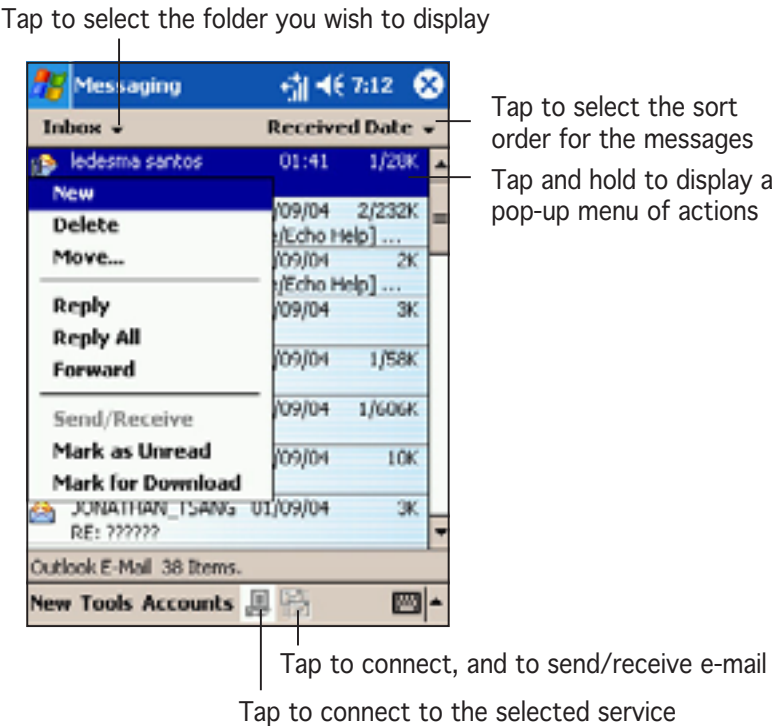
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync®.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space in your device.

When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

Using the Inbox

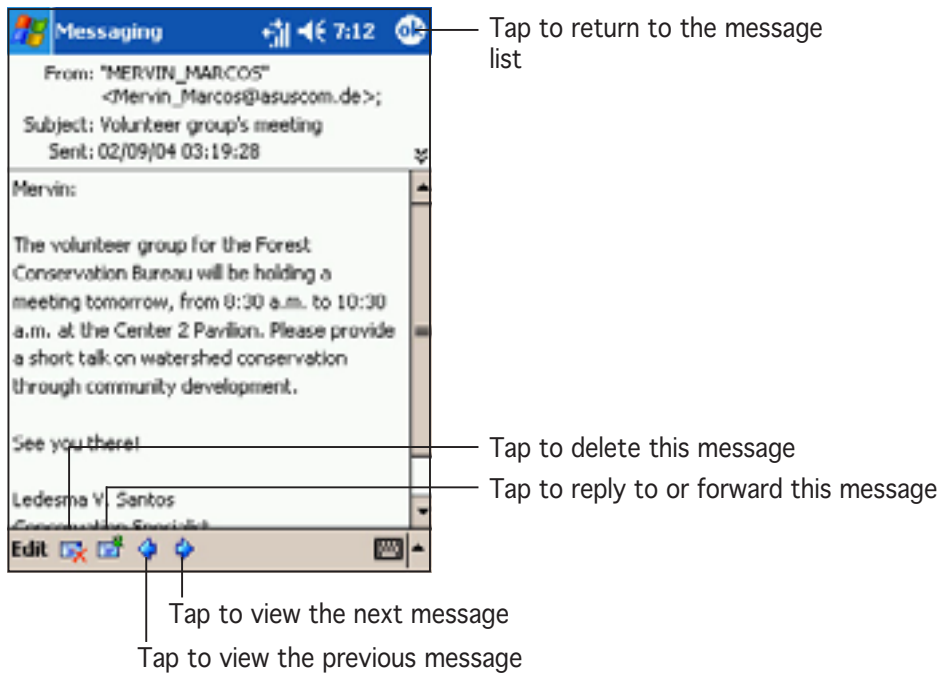
The messages you receive are displayed in the Inbox. By default, the most recently received messages are displayed first in the list.



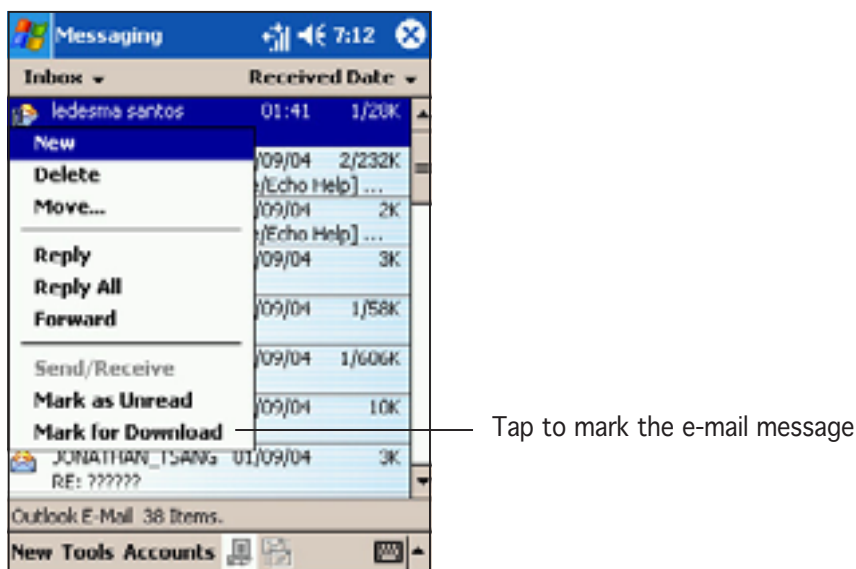
Take note of the following icons that appear before each message:

Icon Indicates that the e-mail message	
	has already been read
	with attachment(s) has already been read
	has not been read
	with attachment(s) has not been read

When you receive a message, tap it to open. Unread messages are displayed boldface.




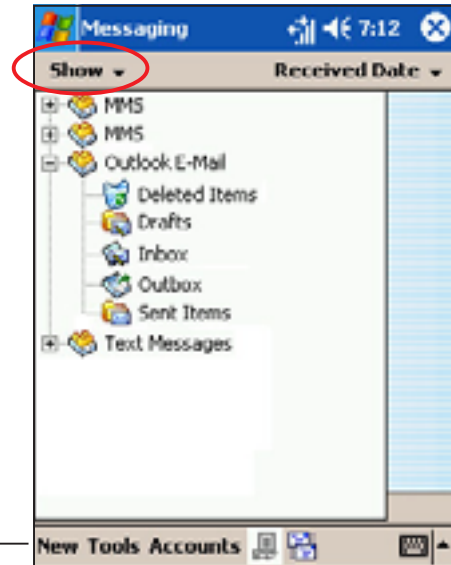
You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message that you want to retrieve. On the pop-up menu, tap **Mark for Download**.



Creating e-mail messages

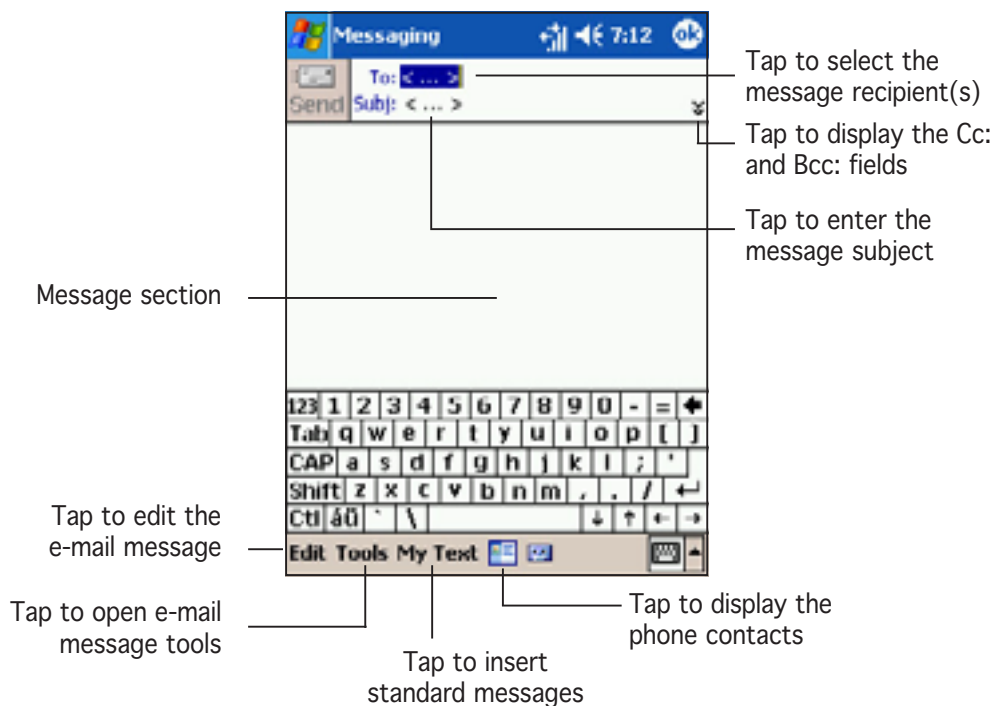
To open the e-mail account:

1. Tap , then tap **Messaging**.
2. Tap the folder name (top left) to make sure that you are in an E-mail folder.
3. Tap **New** to create a new e-mail message.



Tap to compose a new e-mail message


E-mail main screen

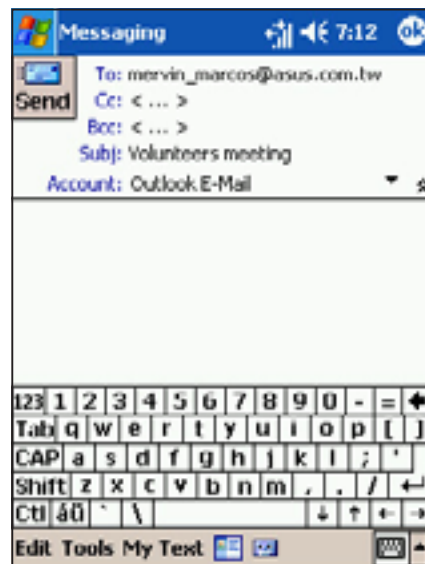


To create a new e-mail message:



1. Tap the **To:** field to enter the message recipient(s) manually, or tap over **To:** to display the contact list.
2. Enter the e-mail address of the recipient(s) using the on-screen keyboard or select from the contact list.



3. Tap **Subj:**, then use the on-screen keyboard to type the message subject.
4. Tap  to display the **Cc:** and **Bcc:** fields, then select the recipients for these fields.



NOTE

Tap  to display, or  to hide the Cc: and Bcc: fields.

5. Tap the **Account** field down arrow, then select **Outlook E-mail**.
6. Tap the message section, then type the message using the on-screen keyboard.



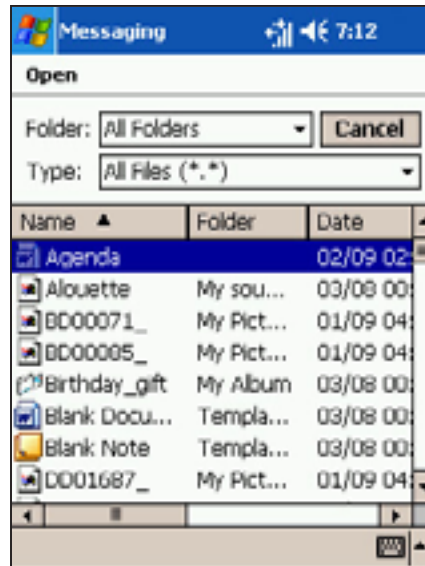
To insert a standard message

1. Tap in the message section at the point you want to insert the standard message.
2. Tap **My Text**.
3. Select a standard message from the list to insert.

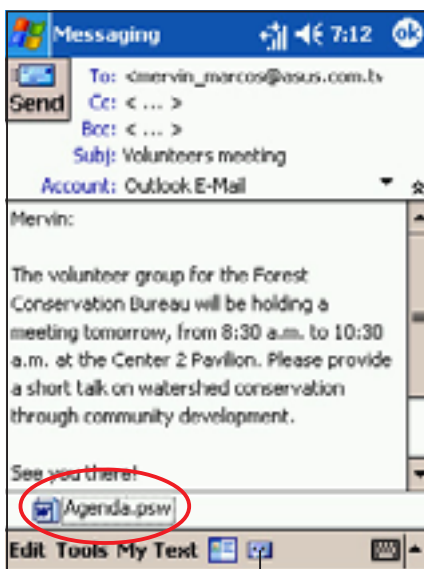


To attach a file or recording to the e-mail message:

1. Tap **Tools**, then select **Add Attachment**.
2. Locate and tap the file you want to attach. Otherwise, tap **Cancel** to return to the e-mail message.



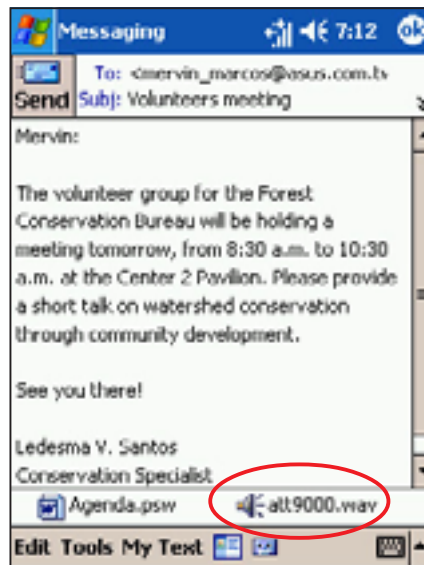
3. The selected file is attached to the message. Tap the record icon in the command bar to attach a recording.
4. Tap the record button (●) to start recording. Tap ■ to stop recording.



Tap to insert a recording




Your recording is attached to the message.

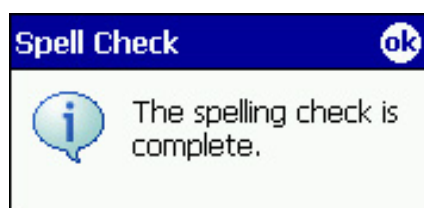


To check the spelling in the message:

1. After composing the text, tap **Tools**, then select **Spell Check**.
2. The spell checker searches for misspelled words, then displays an alternative word list. Tap the correct word to replace, or tap **Ignore** to leave the word unchanged.

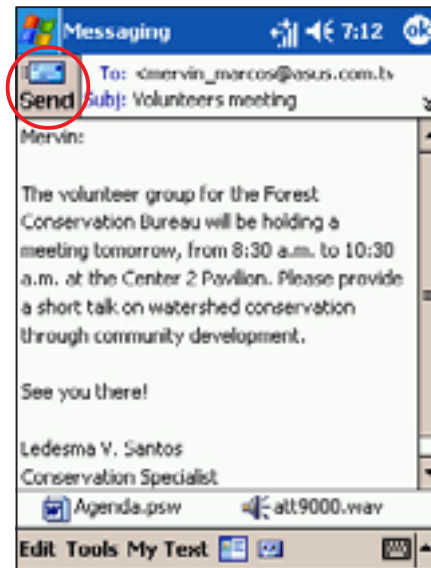


3. A **Spell Check** window appears when spell check is complete. Tap  to close.



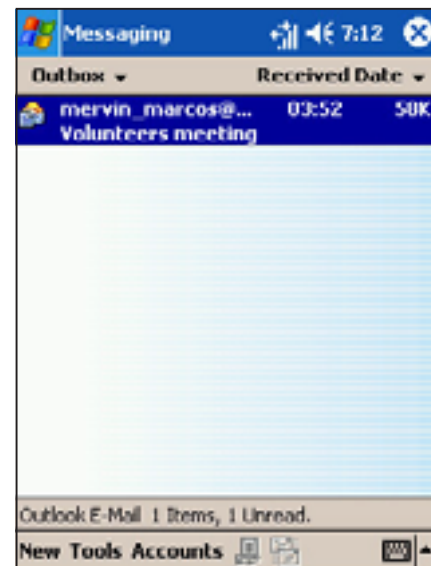
Sending the e-mail message

When finished, tap the **Send** button to send the e-mail message.



When you are using ActiveSync® to send and receive e-mail messages, the message is saved in the **Outbox** folder of the e-mail account.

The message is sent to the recipients when the device synchronizes with your computer.



Chapter 7

Multimedia features

This chapter introduces the multimedia features of the device including sections on Camera, Multimedia Album, and Pictures applications.

Chapter summary

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 - Changing the camera settings 7-6
 - Taking photos 7-11
 - Capturing video 7-17
 - Using the Camera in phone mode 7-19
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 - Finding files and customizing your view 7-23
 - Managing photos and videos 7-26
 - Editing photos 7-30
 - Saving photos 7-42
 - Sharing photos 7-43
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Multimedia features


The P505 Smart PDA Phone comes with a rich selection of multimedia applications that allows you to capture, edit, and share photos and videos with other PDAs, next generation mobile phones, and computers. The following sections describe these applications in detail.

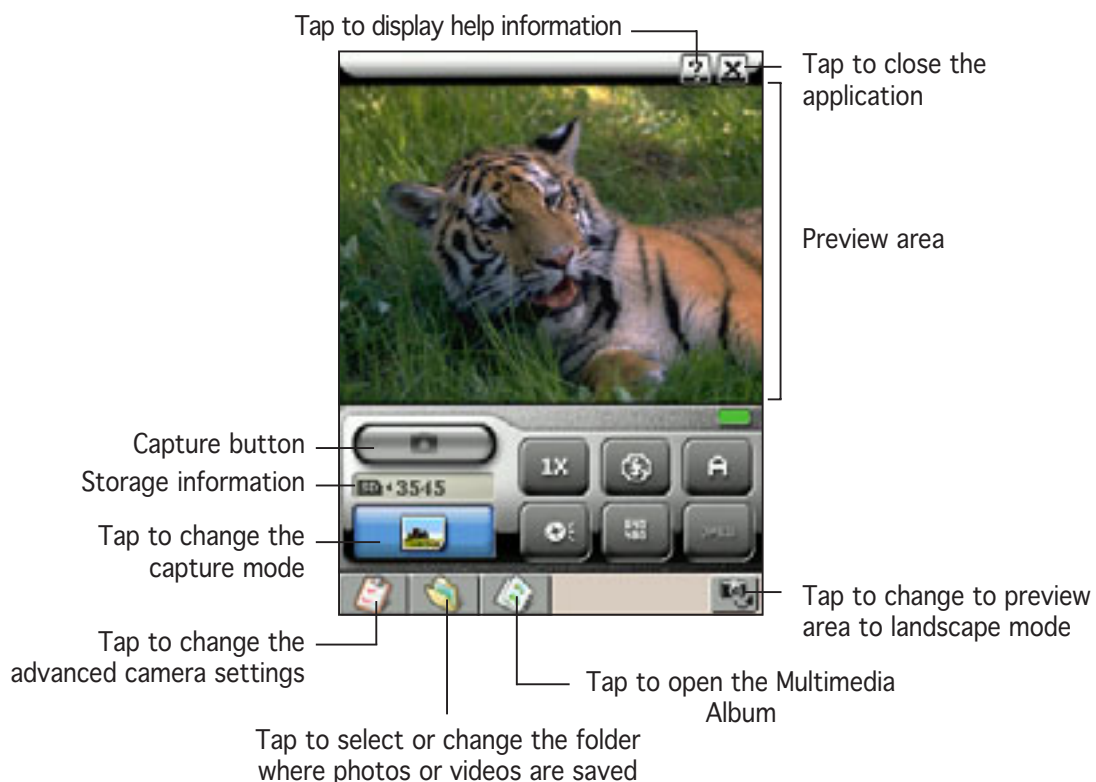
Camera

Your device comes with a built-in 1.3 megapixel camera that allows you to take photos or capture videos whether the device is in PDA or phone mode.

Launching the Camera

To launch Camera:

1. Tap .
2. Tap **Programs**.
3. Tap the **Camera** icon.
4. The **Camera** screen appears.



Main panel

The main panel has the information window and control buttons for adjusting the camera settings. Refer to the table below for button functions.



Button	What it does
	Changes the capture mode
	Captures the photo or video
	Zooms the image in the preview area to 1x, 2x, or 4x
	Turns the flash on or off
	Adjusts the environment settings
	Turns the shutter sound on or off
	Changes the photo size and resolution
	Selects the video capture file type

Storage location and indicator button

The information window displays the the shutter sound setting, zoom level, storage status, and remaining images/video length time.

The indicator button turns green when the camera is in standby mode. It turns red when the camera is capturing a photo or video, or when saving the photo or video file to the SD/MMC card.



NOTE

You can select or change the location where captured photos or videos are to be saved by tapping . See page 7-9 for details.


































Button functions

The function of the following buttons changes when the device is in camera mode.

Button	Press	To
5-way joystick	Down	Zoom out the subject
	Up	Zoom in the subject
	Center	Capture the photo or start video capture
Camera button	Once	Change the capture mode

Capture modes

The camera has six capture modes: Single Shot, MMS, Burst, Composition, Video, and Caller ID. Some main panel buttons are disabled when the camera is in a particular mode. Refer to the table below for a description of each mode.




Capture Modes	Description	Active buttons
 Single Shot	Captures a photo, then saves it to the device memory or SD/MMC card	    
 MMS	Captures a photo/video, then inserts it to an MMS message	    
 Burst	Captures sequential photos in fixed time interval	    
 Composition	Puts a frame design around the photo before capture	    
 Video	Captures video, then saves the video file in the SD/MMC card	 
 Caller ID	Captures a photo, then attaches the photo to a contact for caller ID	    

Changing the camera settings

You can change the camera settings to capture sharper and clearer photos. You can change the **zoom level**, **environment settings**, **capture size**, and **resolution**.

To change the zoom level:

When in Single Shot, MMS, Burst, Composition, or Caller ID modes, tap the zoom button to adjust the zoom level. Refer to the table below for zoom level information.

Level	What it does
	Displays the subject as is (1:1)
	Zooms the subject twice its size
	Zooms the subject four times its size



TIP

You can also try to:

- move nearer to or further away from your subject if the zoom level is very near or very far from the subject, or
- increase the capture size and resolution.










To turn the flash on or off:

When in Single Shot, MMS, Burst, Composition, or Caller ID modes, tap the flash button to turn the flash on or off depending on the lighting condition of your capture environment.

Button	Means
	The flash is on
	The flash is off



To change the environment settings:

When in Single Shot, MMS, Burst, Composition, or Caller ID modes, tap the environment settings button to choose from nine preset settings and effects. These settings enhance your photo by auto-detecting the lighting condition, time, and place of capture. Refer to the table below for the settings description.

Button	Environment Setting	Use this setting
	Auto	if you want the camera to automatically adjust to the current lighting conditions
	Sun Light	when taking outdoor photos
	Flourescent Light	when your subject is under artificial lighting
	Candle Light	when the environment has poor lighting visibility
	Beautiful Face	when taking close-up photos of human subjects
	Landscape	when taking landscape, mountains, scenic photos
	Sepia	to capture photos with vintage sepia finish
	Night Scene	when taking night time photos
	Negative Art	to apply a negative art effect on photos

To turn the shutter sound on or off:

When in Single Shot, MMS, Burst, Composition, or Caller ID modes, tap the shutter sound button to turn the shutter sound on or off. When on, the camera makes a shutter sound everytime you capture a photo.


Button	Means
	The shutter sound is on
	The shutter sound is off

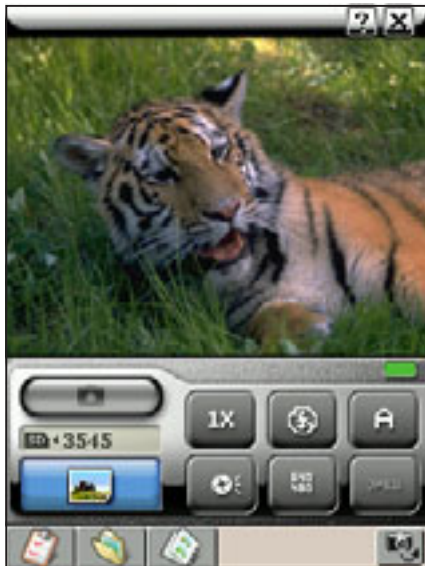
To change the photo size and resolution:

When in Single Shot, MMS, Burst, Composition, or Caller ID modes, tap the photo resolution button to change the photo size and resolution. Refer to the table below for photo size and resolution supported by the capture modes.

Capture Mode	Supported resolution (pixels)				
	960x1280	480x640	240x320	120x160	60x80
Single Shot	●	●	●	●	●
MMS			●	●	
Burst		●	●	●	●
Composition	●	●	●	●	
Caller ID				●	●
Video			●	●	●

To change preview orientation:

When in any capture mode, tap the orientation button  to toggle between portrait and landscape mode.




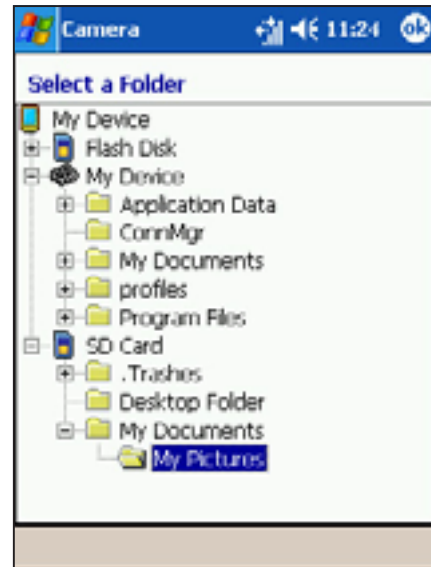
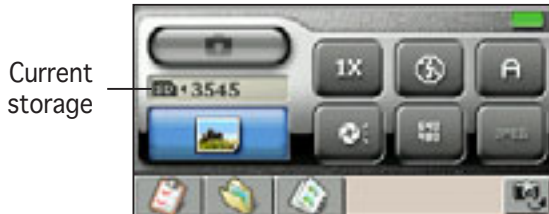
Portrait




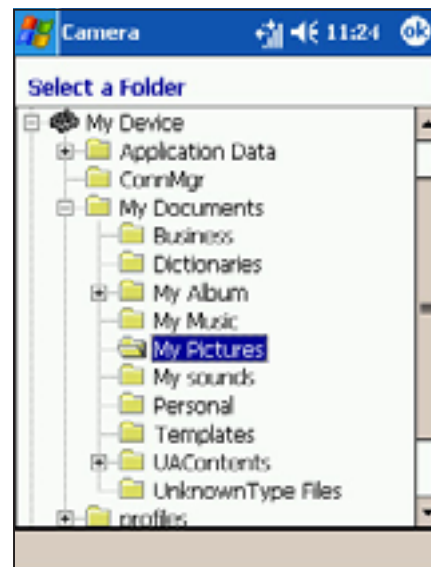
Landscape

To change the storage location:

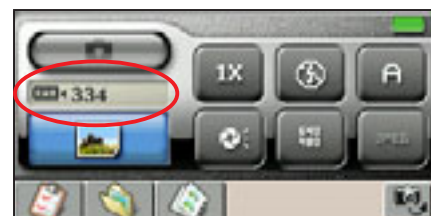
1. When in any capture mode, tap the storage location button  to locate the folder where captured photos and videos are saved.




2. Select and tap the folder you want the captured photos and videos saved, then tap .



The information window displays the selected storage location including the number of captures you can store using the current capture mode.



To change the advanced camera settings:

1. When in any capture mode, tap the settings button  to open the camera's advanced settings window.
2. Adjust the contrast, brightness, white balance, exposure, and color tone from this window. Preview the changes through the thumbnail displayed at the bottom left of the screen.
3. Tap OK when finished.





NOTE

Tap the **Default** button to revert to the default settings.

Taking photos

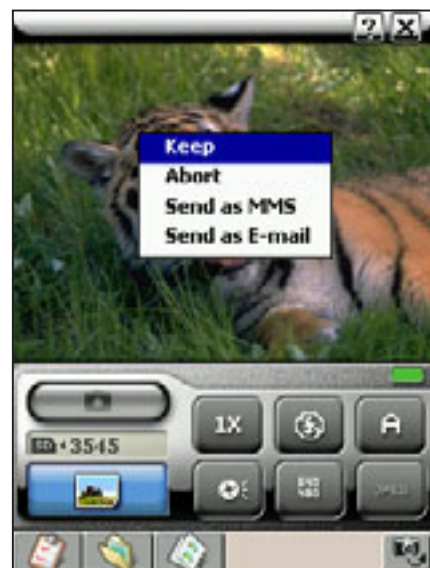
After learning the camera basics, you are now ready to capture photos or videos.

To capture a single shot photo (Single Shot mode):

1. Put the device in camera mode, then set the camera capture mode to **Single Shot** .
2. Point the camera to your subject, then adjust the camera settings, if necessary.
3. When finished, tap  or press the joystick to capture the image.




4. A pop-up menu appears. Tap an option to save, cancel, or send the image via MMS or e-mail. Refer to the table on the next page for details.



NOTE The device automatically saves the image to the specified location when no option is selected from the menu.

Option	Action
Keep	Saves the photo in JPG format (DSC_xxxx.jpg) to your specified location, then returns the camera to active mode
Abort	Ignores the photo, then returns the camera to active mode
Send by MMS	Saves the photo as an MMS message object, exits the Camera application, then opens the Messaging application
Send by E-mail	Saves the captured photo as an e-mail attachment, exits the Camera application, then opens the Messaging application



- When you select **Keep**, a progress bar appears to indicate that the capture is being saved.

NOTE You can view the saved photo by tapping the **Multimedia Album** button . See page 7-21 for details.

- The camera returns to active mode when you choose **Keep** or **Ignore**. The device launches the **Messaging** application if you selected **Send by MMS/E-mail**. Refer to the previous chapter for more information on sending MMS and e-mail messages.

To capture a photo for MMS message attachment (MMS mode):

NOTE You can also use the single shot mode pop-up menu to automatically insert a captured photo to an MMS message. See the previous section for details.

1. Put the device in camera mode, then set the camera capture mode to **MMS** .
2. Point the camera to your subject, then adjust the camera settings, if necessary.
3. When finished, tap  or press the joystick to capture the image.





The device closes the Camera application, then opens **Messaging**. The captured photo appears in the photo/video clip field.

4. Tap and hold the photo, then select **Edit** or **Remove** from the pop-menu. For details on photo editing, see page 7-30.
5. Compose the MMS message following the instructions on the previous chapter, then send.

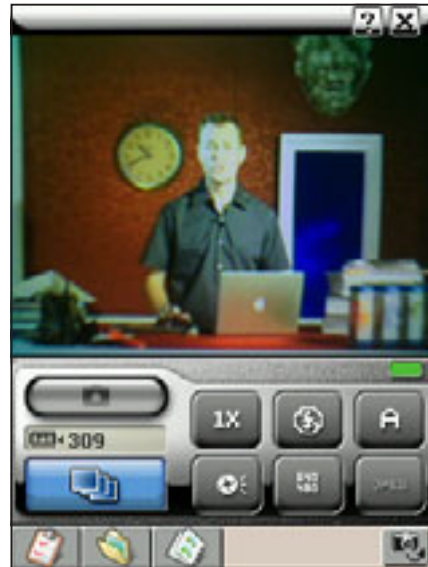



To capture multiple photos (Burst mode):

1. Put the device in camera mode, then set the camera capture mode to **Burst** .
2. Point the camera to your subject, then adjust the camera settings, if necessary.
3. When finished, tap  or press the joystick to start capturing the images.

The camera captures ten successive photos in fixed intervals, then saves the photos in the Multimedia Album.

The camera returns to active mode when finished.



4. Tap the Multimedia Album button  to view the captured photos.


Refer to the Multimedia Album section for details.

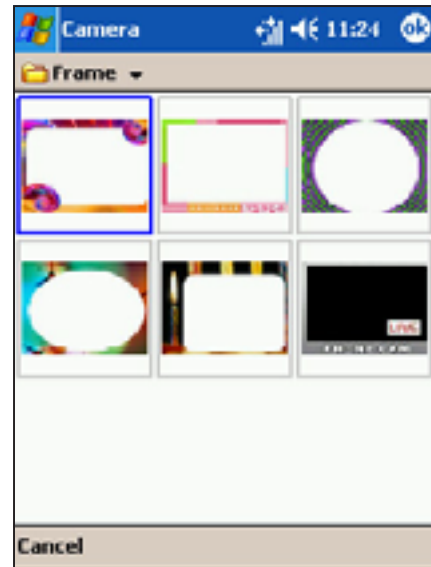



NOTE

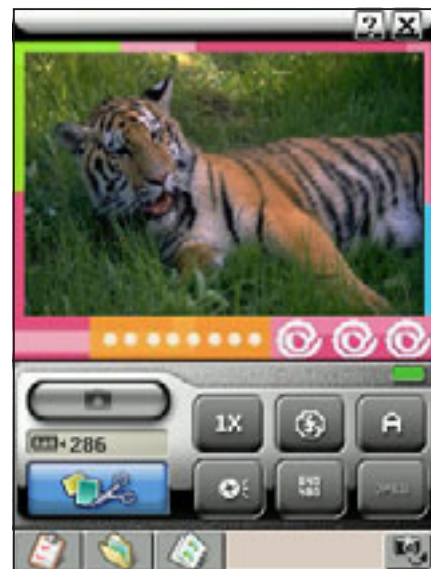
The Burst Mode is best used when capturing action or sequential photos.

To add a frame to the photo (Compostion mode):

1. Put the device in camera mode, then set the camera capture mode to composition .
2. The screen displays the available frames. Tap a frame to select and display in the preview window.
Otherwise, tap **Cancel** to return to the camera display.





3. Point the camera to your subject, then adjust the camera settings, if necessary.
4. When finished, tap  or press the joystick to capture the image.



5. Tap the Multimedia Album button , then locate the capture to view.

To add a photo to your contacts (Caller ID mode):

1. Put the device in camera mode, then set the camera capture mode to caller ID mode .
2. Point the camera to the person, then adjust the camera settings, if necessary.
3. When finished, tap  or press the joystick to capture the image.



The device closes the Camera application, then opens **Photo Contacts**.



4. Select and tap the contact to attach the captured photo.
The photo appears in the screen everytime you place a call to or receive a call from the contact.

NOTE




You can use the Photo Contacts application to remove or replace the contact photo.



Capturing video (Video mode)

The camera is capable of capturing video in ASF, 3GP, and MP4 formats and supports three capture resolutions.

To capture video:

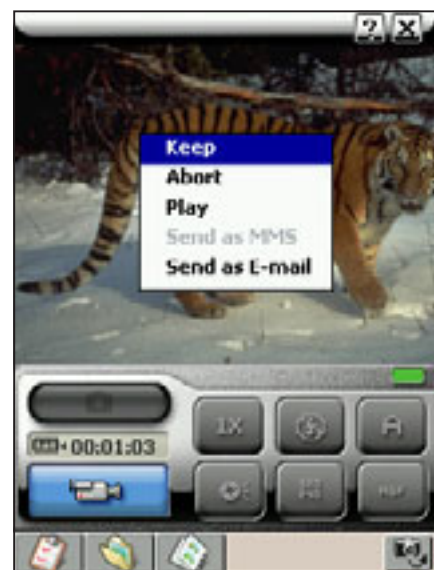
1. Put the device in camera mode, then set the camera capture mode to **Video** .
2. Tap the video format button to select.
3. Tap the capture resolution button to select. The preview area changes when you select a capture resolution.
4. When finished, point the camera to the subject, then tap  or press the 5-way joystick to start capturing.
5. Tap  or press the 5-way joystick to stop capturing. A pop-up menu appears.



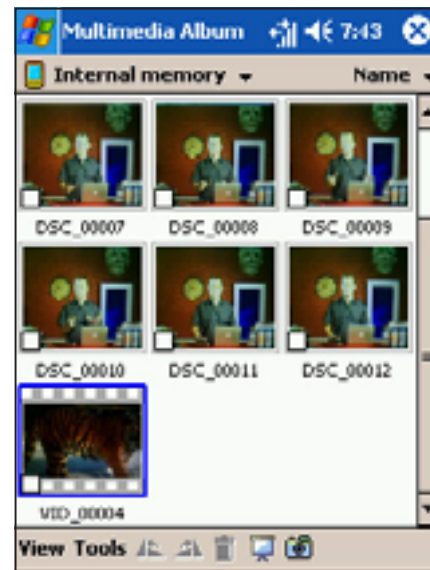
Tap to select the capture resolution

Tap to select the file format

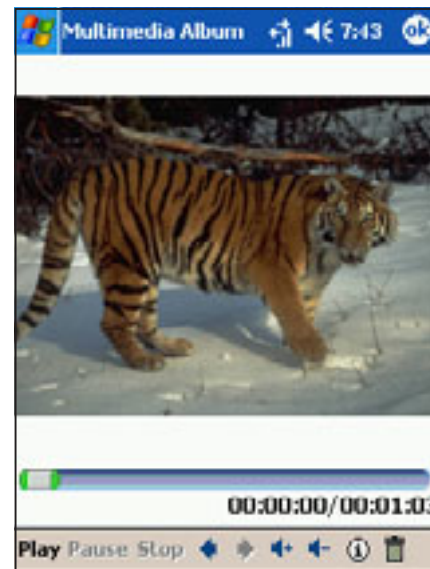
6. To save the recording, tap **Keep**. Otherwise, tap **Abort** to ignore. To preview the recording, tap **Play**. The video capture plays on screen. Tap **Send as E-mail** to send the video capture to an e-mail recipient.



7. Open the Multimedia Album application, then locate the video capture file in the specified folder.



8. Tap the video capture file to preview. Pause or stop the preview by tapping the corresponding button on the bottom of the screen.



NOTE

Refer to the Multimedia Album section for details on previewing videos.

Using the Camera in phone mode

NOTES

When using the Camera application in phone mode:

- The preview area is fixed at 240x180 pixels.
- The display does not support landscape mode. You must set the preview orientation to **Portrait** mode before you close the flip.

To launch Camera when the flip is open:

1. Tap , **Programs**, then tap the **Camera** icon.

OR

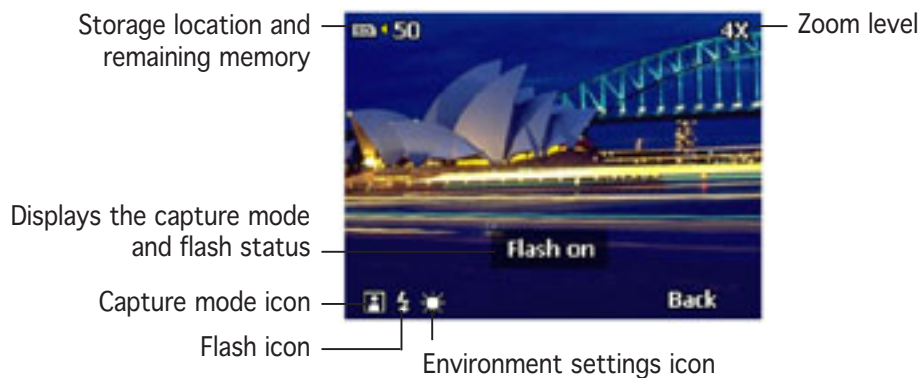
Press the camera button at the left side of the device.

2. The **Camera** capture screen appears. Close the flip to display the capture screen in phone mode. Refer to the illustration below.

To launch Camera when the flip is closed:





Press the camera button on the left side of the device.

Camera screen in phone mode



Changing the settings in phone mode

You can the camera settings when in phone mode using the joystick, side buttons, and the phone keypad buttons.

Settings	Can be changed by
Capture mode 	pressing the camera button located on the side of the PDA. The capture mode is set to Single Shot by default. Press the camera button once to change to MMS mode, press twice to Burst mode, and so on. The screen briefly displays the selected capture mode.
Flash 	pressing the record button located on the side of the PDA. The flash turns on or off when you press the record button. The screen briefly displays the flash status.
Environment 	pressing the voice command on the side of the PDA. The camera is set to Auto by default. Press the voice command button once to change to Outdoor setting, press twice to Flourescent setting, and so on.
Zoom	pressing  or by pressing the 5-way joystick up/down (landscape) or left/right (portrait).

You can adjust other camera settings when the camera application is opened while in PDA mode.

Taking photos in phone mode


1. Select the capture mode by pressing the camera button located on the right side of the device.
2. Adjust the camera settings, if necessary, then point the camera to your subject. See the previous section for details on changing the camera settings.
3. Press the 5-way joystick to start capturing. For video captures, press the 5-way joystick to stop recording.
4. Depending on the capture mode, the camera:
 - saves the photo or video in the specified folder (Single Shot, Burst, Composition, and Video modes). To view the capture, open the flip, then launch the **Multimedia Album** application.
 - instructs you to open the flip, then launches the **Messaging** application (MMS mode), or **Photo Contacts** application (Caller ID mode).

Multimedia Album

The Multimedia Album application allows you view, edit, and manage multimedia files, including stock and captured photos, videos, animations, and clips.

Launching the Multimedia Album

To launch Multimedia Album from Today screen:

1. Tap .
2. Tap **Programs**.
3. Tap the **Multimedia Album** icon to open the application.




To launch Multimedia Album from the ASUS Menu:

NOTE Make sure that the ASUS Menu is activated. Refer to Chapter 5 for details.

1. Open the phone flip to display the ASUS Menu. If the ASUS Menu does not display, tap the ASUS logo in the Today screen.
2. Tap the **Multimedia Album** icon to open the application.

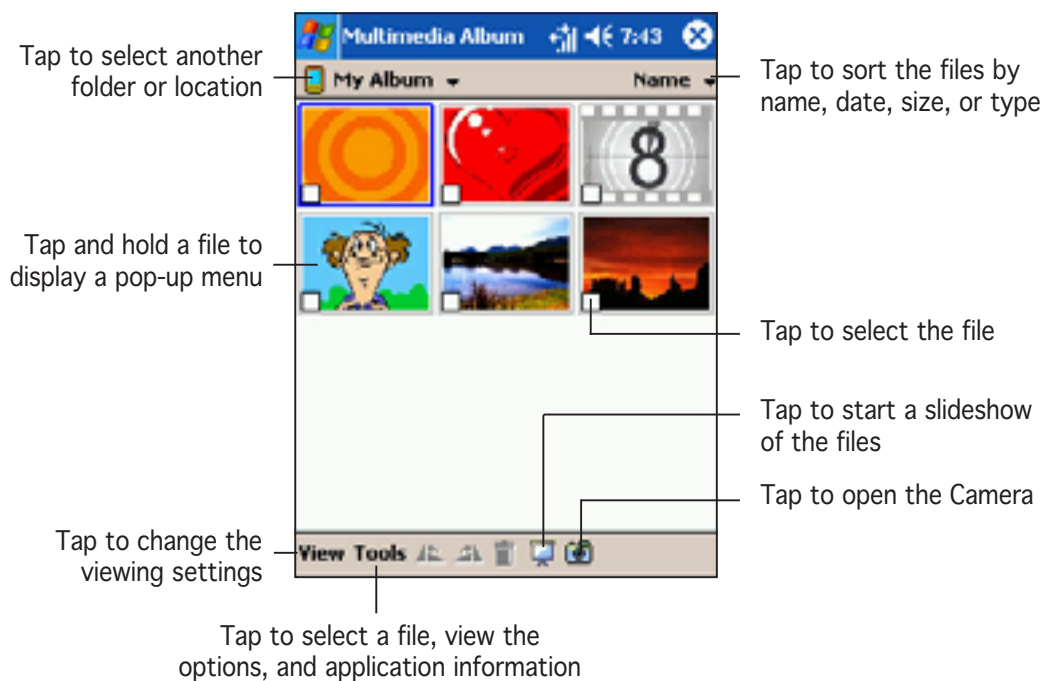


To launch Multimedia Album from Camera:

Tap the **Multimedia Album** button  on the bottom of the screen.



Multimedia Album main screen



NOTE

By default, the Multimedia Album main screen displays the photos and videos saved in the **My Album** folder.

Finding files and customizing your view

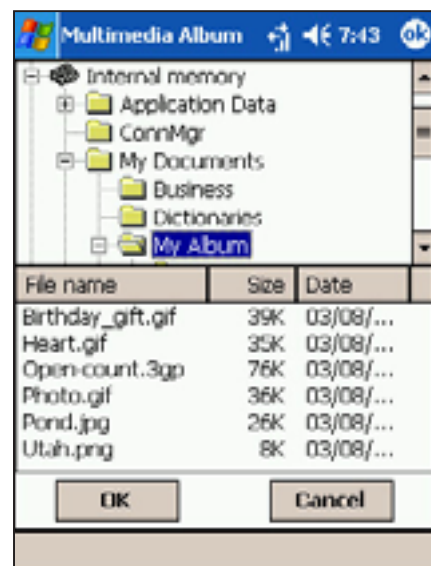
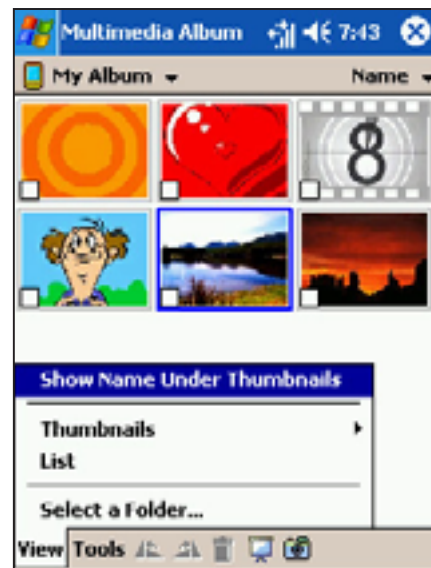
To find your photos or video clips:

1. If the file you want to view or edit is not on the list, tap **Show** or **My Album** then select another location (Flash Disk or SD Card).

The screen shows the contents of the selected location.

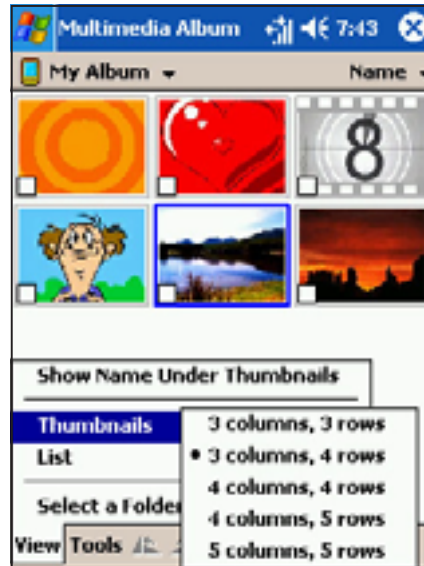
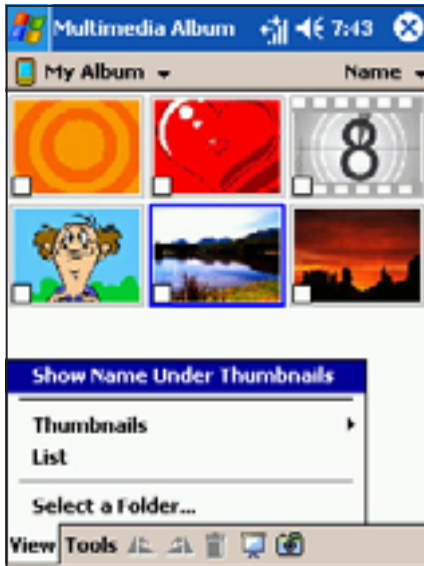
2. If the file you want to view or edit is in another folder, tap **View**, then tap **Select a Folder** to display all other folders.

3. Locate the file. The lower section of the screen shows the media files inside the selected folder.
4. After selecting the folder, tap the **OK** button to display the contents in the main screen.



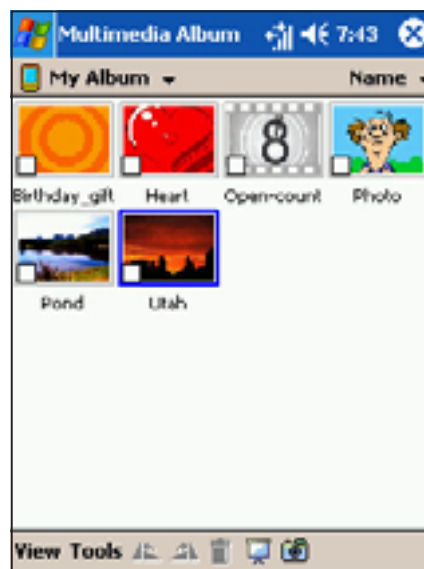
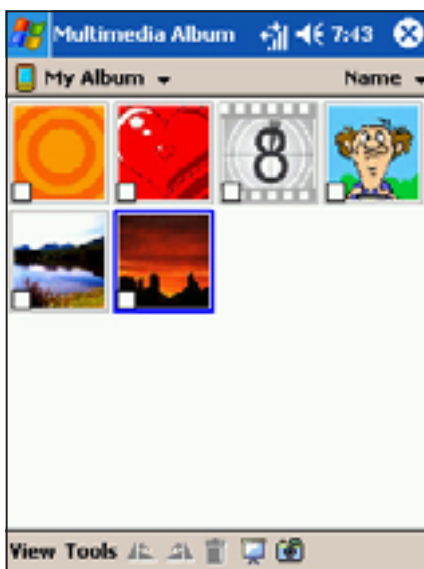
To view a thumbnail of the files:

1. Tap **View**, then **Thumbnails**.
2. Select and tap a thumbnail setting from the pop-up menu.



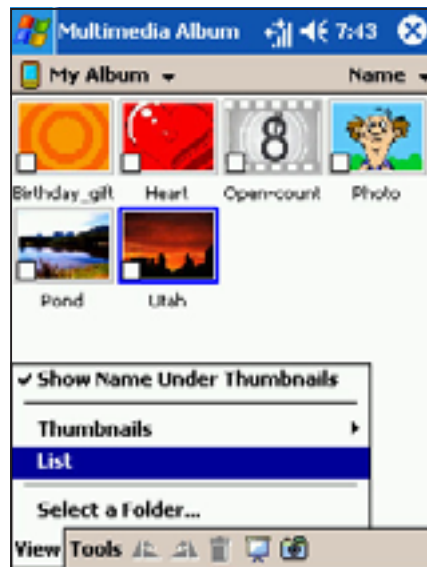
The files are displayed based on your thumbnail settings.

3. Tap **View**, then select **Show Name Under Thumbnails** to display the file names.

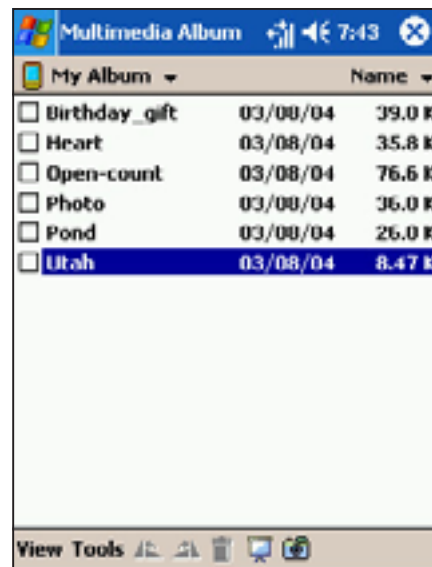


To view a file list:

Tap **View**, then **List**.



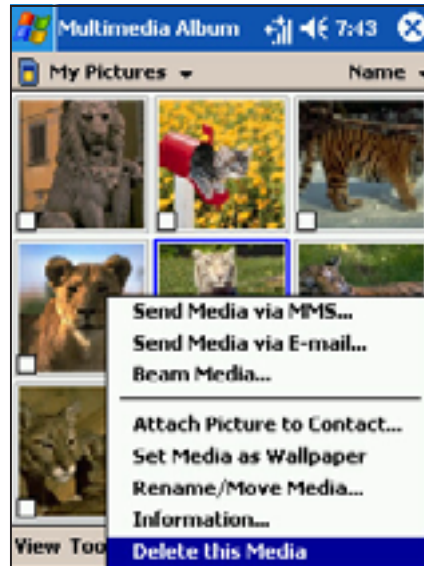
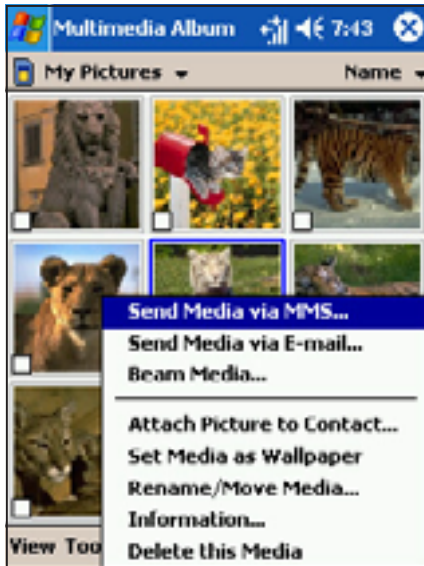
The screen displays a list of the files.



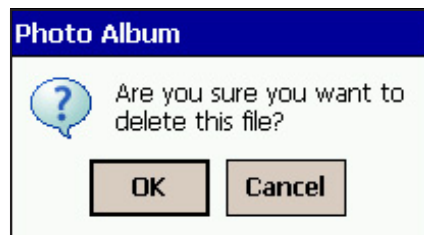
Managing photos and videos

To delete photos or videos:

1. Tap and hold a file to display a pop-up menu.
2. Select **Delete this Media**.



3. Tap **OK** when a confirmation window appears to delete the selected file.

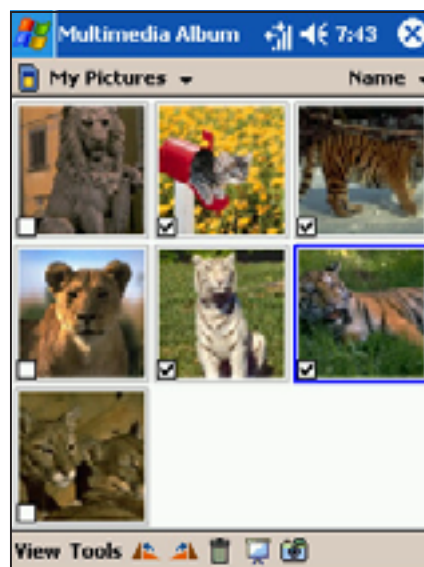


To delete multiple photos or video files:

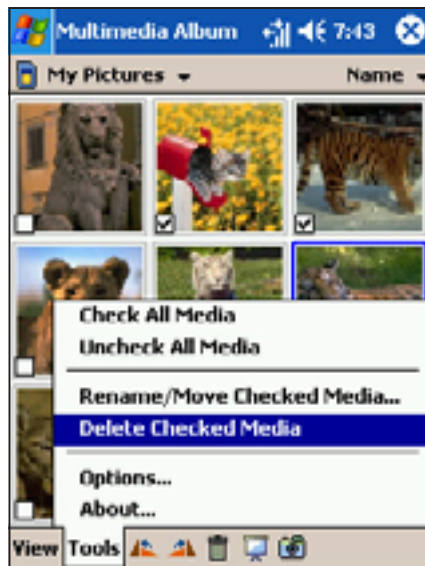
1. Check the box at the bottom left corner of the files you want to delete.

NOTE

If you want to delete all photos and video files in a folder, tap **Tools**, then select **Check All Media** to select all files.



2. Tap **Tools**, then select **Delete Checked Media** from the pop-up menu.

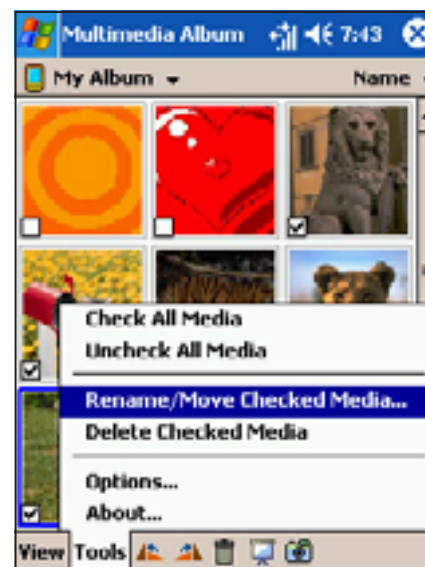
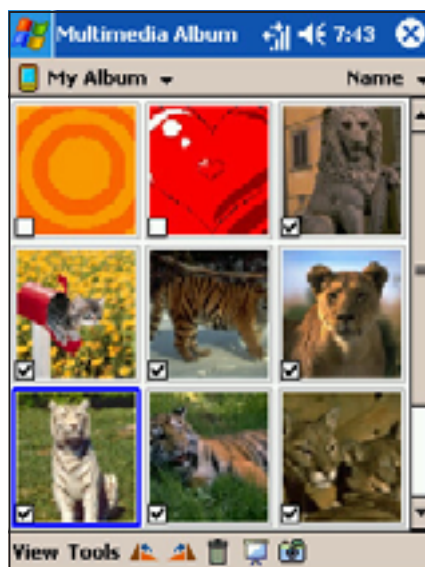



3. Tap **OK** when a confirmation window appears to delete the files.

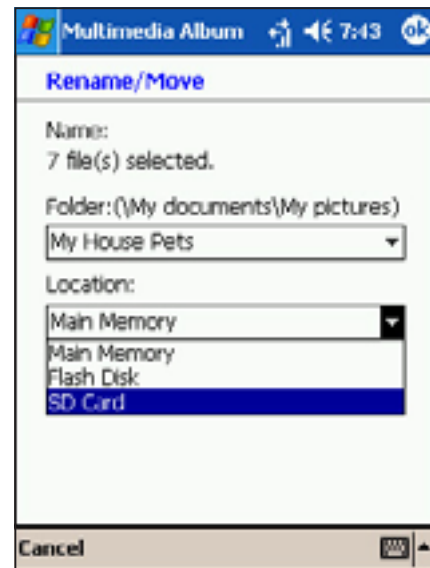


To move photos and videos to another folder:

1. Check the box at the bottom left corner of the files you want to move to another location.
2. Tap **Tools**, then select **Rename/Move Media** from the pop-up menu.

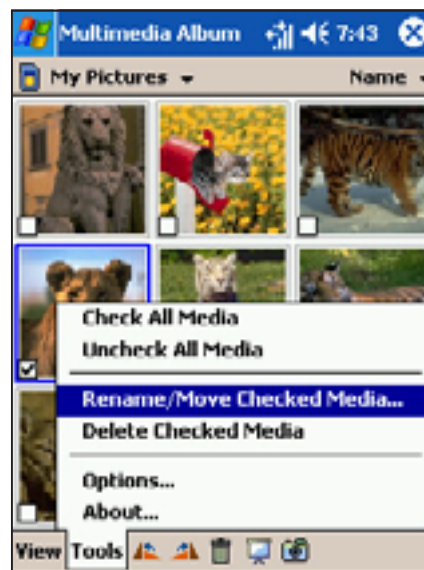
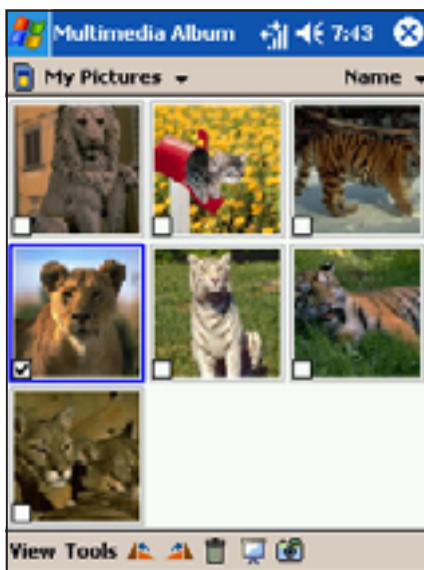



3. Select the folder and location where you want the files moved.
4. Tap  to move the files. Otherwise, tap **Cancel** to return to the previous screen.

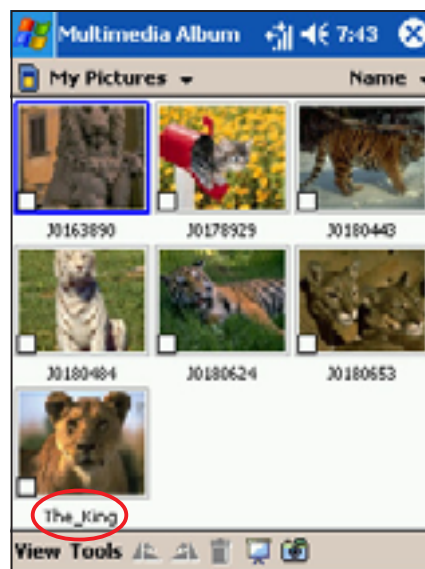


To rename a photo or video file:

1. Check the box at the bottom left corner of the file you want to rename.
2. Tap **Tools**, then select **Rename/Move Media** from the pop-up menu.

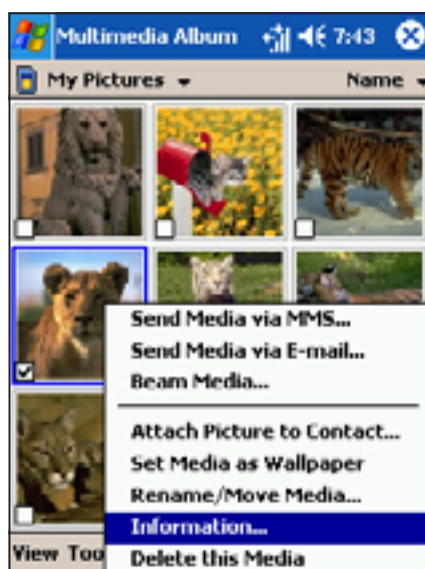


- Enter the new file name using the soft keyboard.
Select a new folder and location if you want to move the file after renaming it, then click .
- Display the file names by tapping **View > Show Name Under Thumbnails** to view the new file name.



To view a file information:

- Tap and hold a file, then select **Information** from the pop-up menu.
- The screen displays the file information including name, format, size, depth, etc.



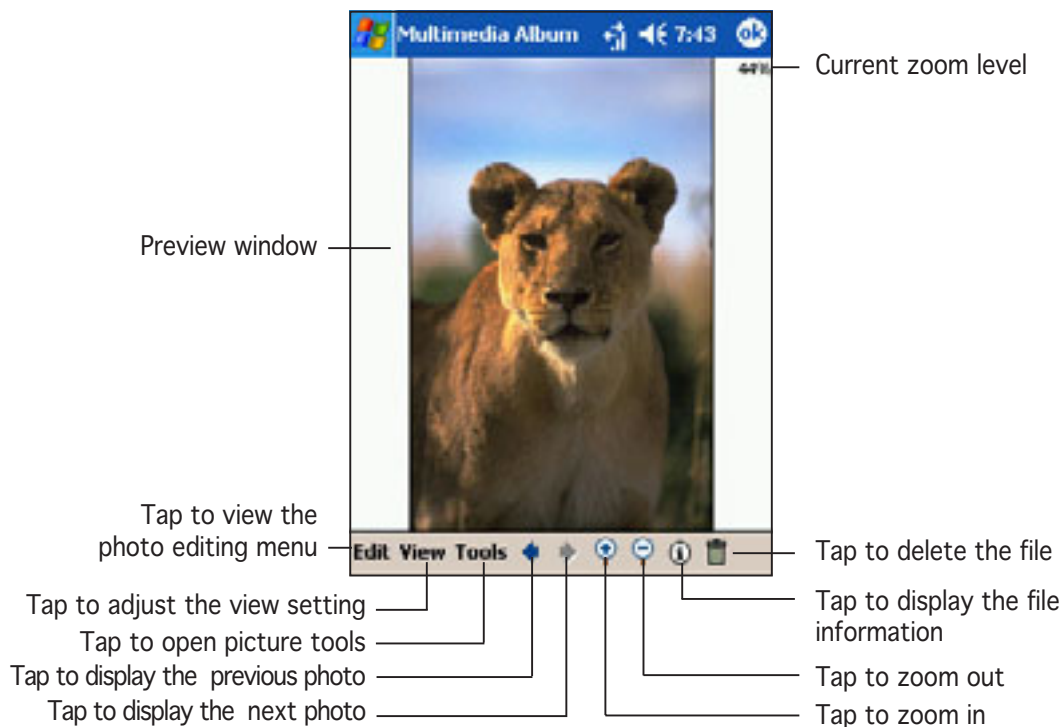
- Tap  to close the window and return to the previous screen

Editing photos

The Multimedia Album comes with several photo editing features that lets you:

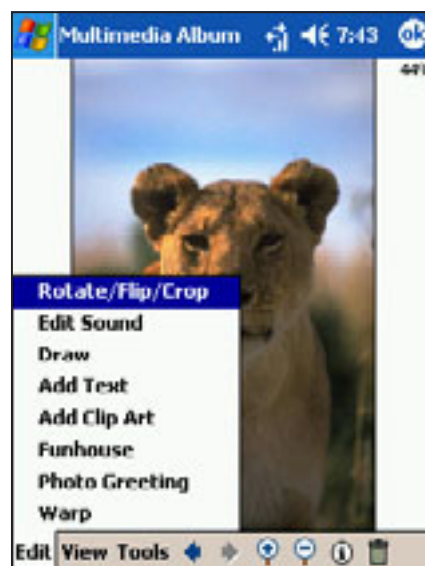
- rotate, flip, crop, and warp photos
- add text, sounds, and cliparts to photos
- create funhouse photos and photo greetings

Before you can edit a photo, you must tap a photo file to display.

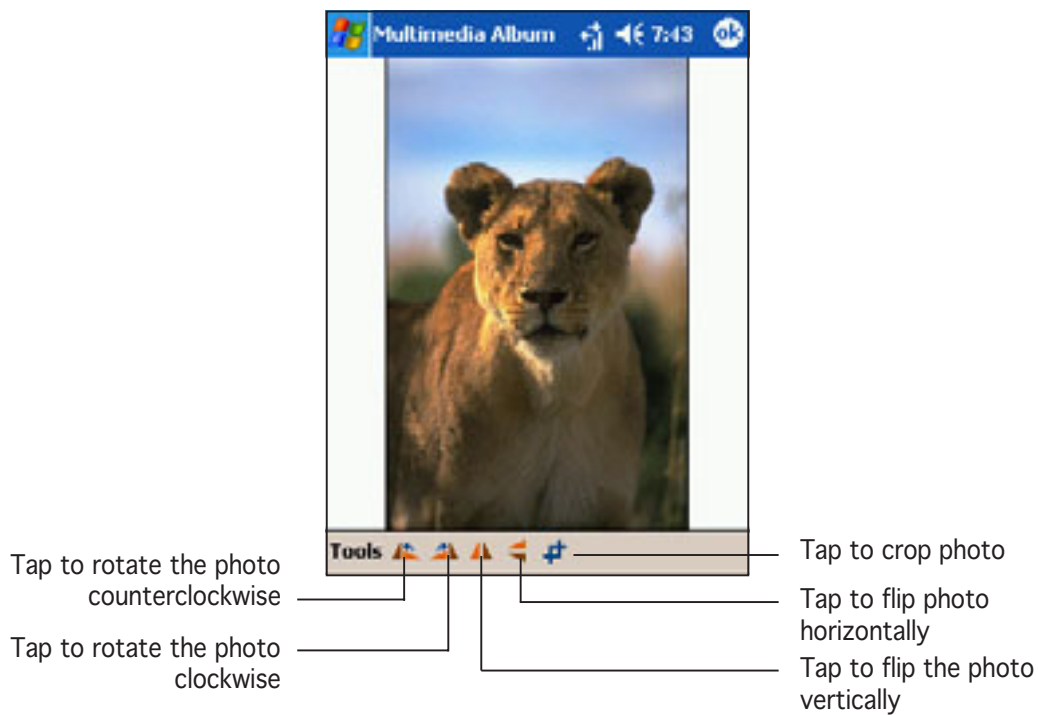


To rotate or flip a photo

1. Tap **Edit**, then tap **Rotate/Flip/Crop**.

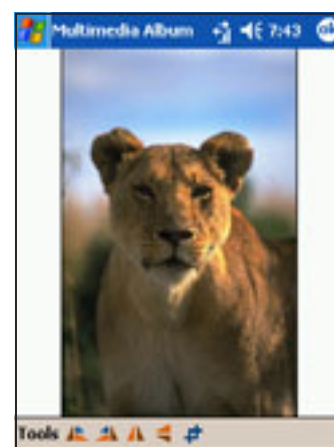


2. Tap the corresponding button to rotate or flip the photo.
Refer to the illustrations below.



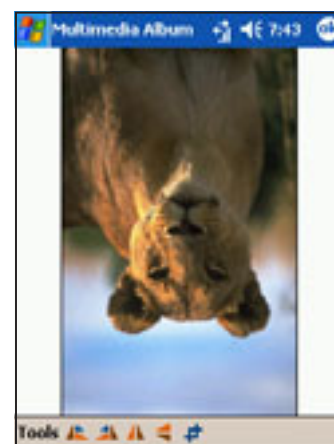
Rotate
counterclockwise

Flip vertical




Rotate
clockwise


Flip
horizontal

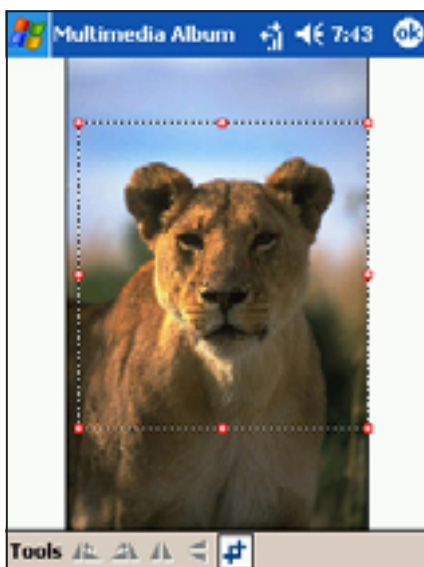


To crop a photo:

1. Tap **Edit**, then select **Rotate/Flip/Crop** from the pop-up menu.
2. The application prompts you to specify the crop area with the stylus. Tap  to continue.



3. Drag the stylus over the area you wish to retain after cropping.
4. Tap  to crop the photo, then tap **Tools** to save.




NOTE

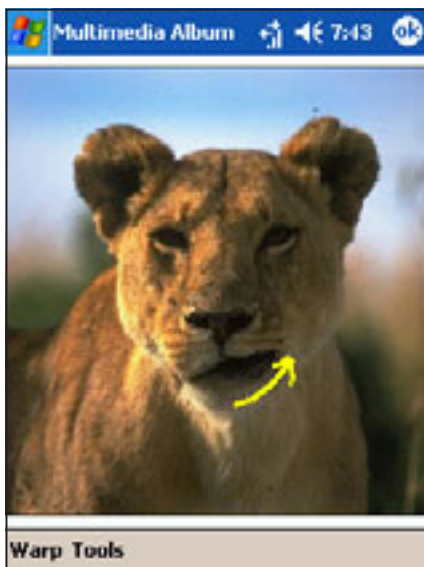
If you want to revert to the original photo after cropping, tap **Tools**, then select **Revert to Saved** from the pop-up menu.

To warp a photo:

1. Tap **Edit**, then select **Warp** from the pop-up menu.
2. Tap **Warp**, then choose the warping size.



3. Drag the stylus over the area you want to warp. For example, start from the center of the lioness' lip up towards the chin.
4. Warp other areas of the photo as desired, then tap . Tap **Tools** to save.

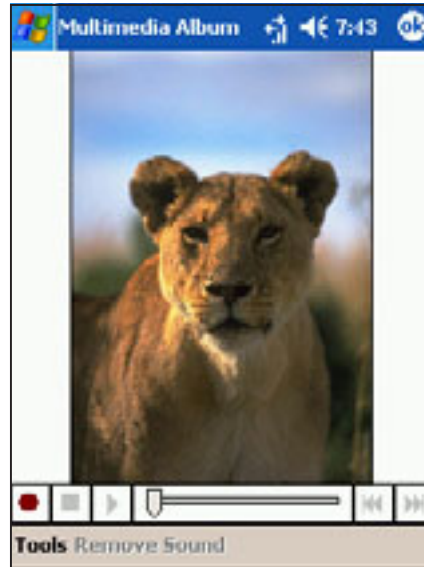
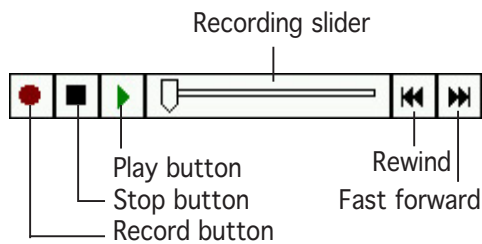


NOTE

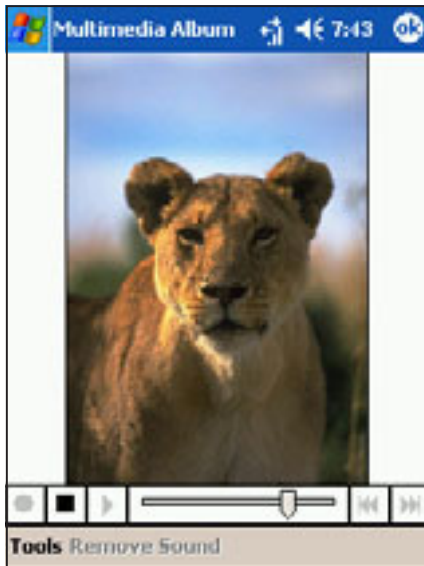
If you want to revert to the original photo after warping, tap **Tools**, then select **Revert to Saved** from the pop-up menu.

To add a recording to a photo:

1. Tap **Edit**, then select **Edit Sound** from the pop-up menu. The recording bar appears at the bottom of the screen.



2. Tap the record button to start recording. Tap the stop button to stop recording.
3. When finished, play the recording by tapping the play, rewind, or fast forward buttons on the recording bar.



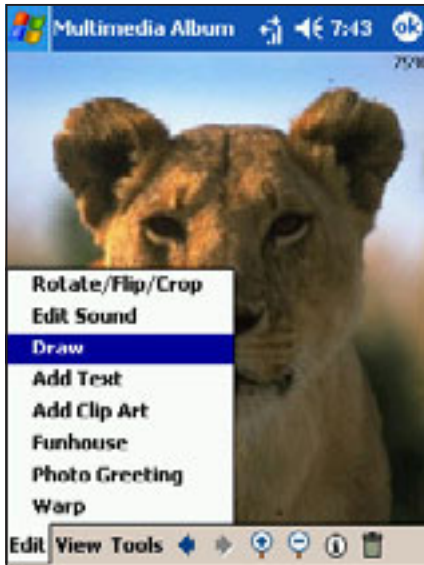
NOTE

Make sure to place the audio source near the device microphone to achieve clearer recordings.

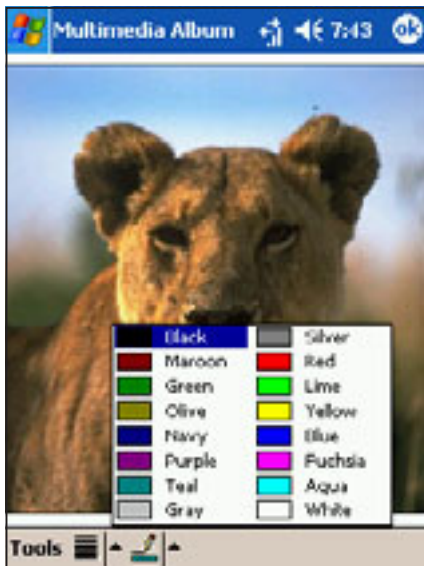
4. Tap  to save the recording.

To add a drawing to a photo:

1. Tap **Edit**, then select **Draw** from the pop-up menu.
2. Tap the line weight button, then select from the list.




3. Tap the line color button to select the line color. Tap the color of choice.
4. Use the stylus to draw objects or texts over the photo, then tap **Tools** to save.

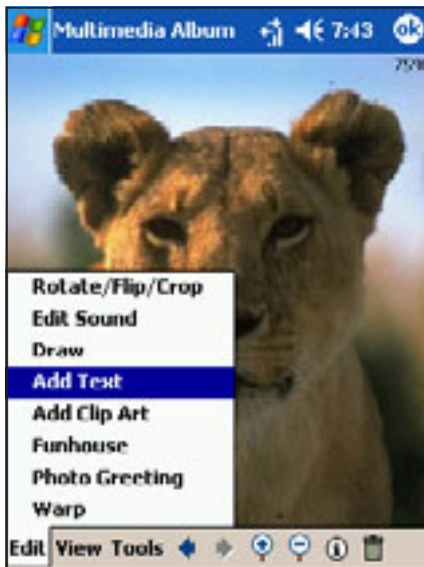




NOTE

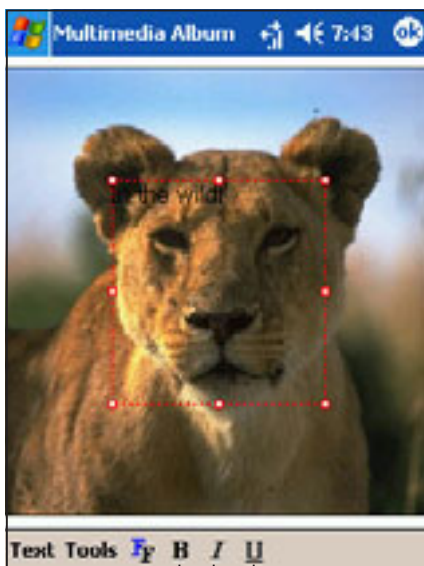
If you want to revert to the original photo after drawing, tap **Tools**, then select **Revert to Saved** from the pop-up menu.




To add texts to a photo:

1. Tap **Edit**, then select **Add Text** from the pop-up menu.
2. Use the on screen keyboard to type the text, then tap .




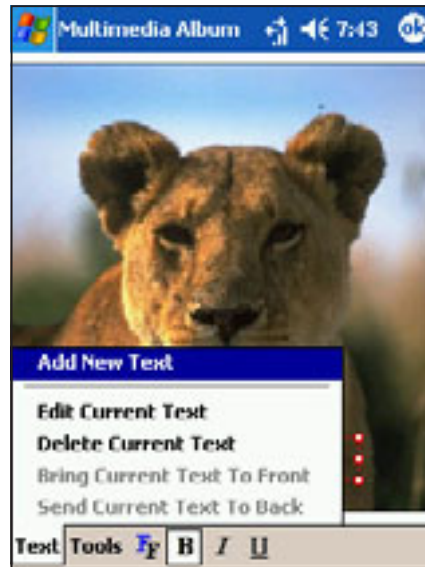
3. The text is inserted in the photo. Tap  to change the text font, size, color, and style.
4. Change the text settings from this window, then tap  to save the changes.




 Tap to underline text
 Tap to italicised text
 Tap to boldface text



5. Move the text block to the desired location, then tap .
6. To add another text block, tap **Text**, then tap **Add New Text** from the pop-up menu. Follow the same instructions to insert another text block.



NOTE If you want to edit the inserted text, tap **Text**, then select **Edit Current Text** to display the Add/Edit Text window. Edit the text using the on screen keyboard, then tap .


To add a clipart to a photo:

1. Tap **Edit**, then select **Add Clip Art** from the pop-up menu. The cliparts appear.
2. Select and tap a clipart to insert.



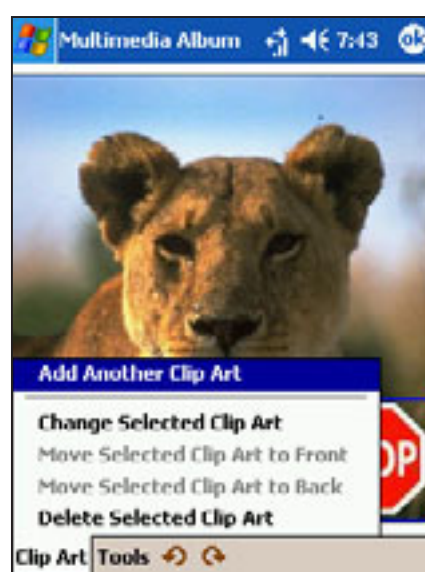
NOTE

The Multimedia Album comes with two clipart categories: **emoticons** and **fun clips**. You can switch categories by tapping the clipart category displayed on the top left corner of the display.

3. Tap **emoticons**, then select **fun clips** to change the clipart directory. Select and tap a clipart to insert.
4. The clipart appears over the photo. Drag the clipart to the desired location using the stylus. Tap  to save the changes.

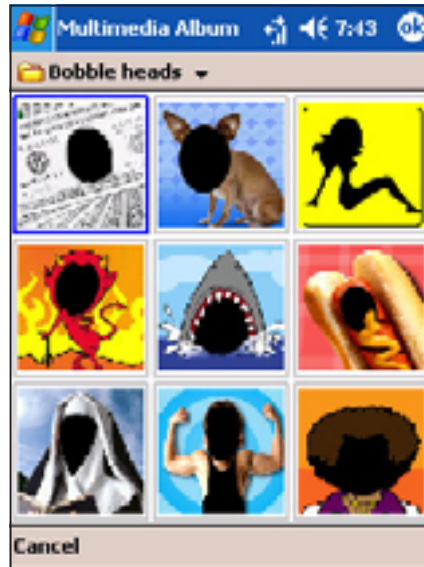
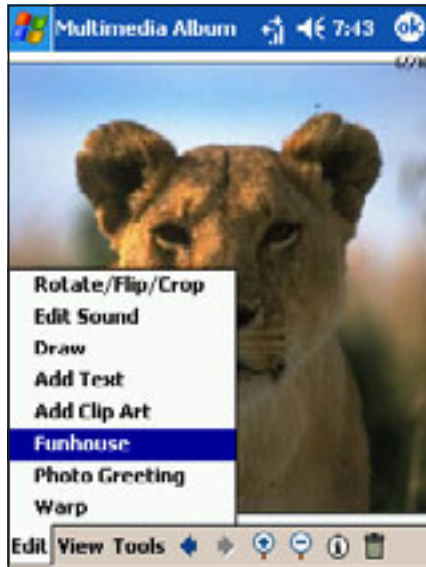


5. Tap **Clip Art** to add a new clipart, change or delete a selected clipart, or arrange the clipart position.



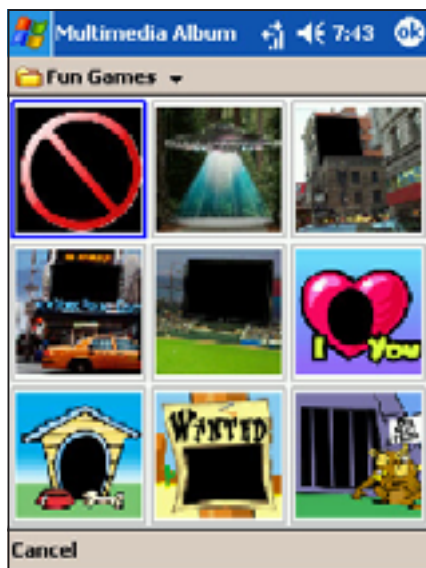
To add a Funhouse effect to a photo:


1. Tap **Edit**, then select **Funhouse** from the pop-up menu. The Bobble heads effects appear.
2. Select and tap a Bobble head effect you want to apply to the photo.

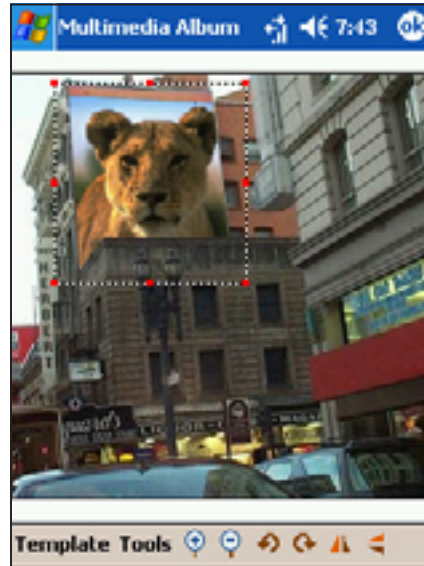


NOTE The Multimedia Album comes with two Funhouse categories: **Bobble heads** and **Fun Games**. You can switch categories by tapping the category displayed on the top left corner of the screen.

3. Select and tap the Funhouse effect you want to apply to the photo.
4. Adjust the photo size, angle, and position to match the effect.

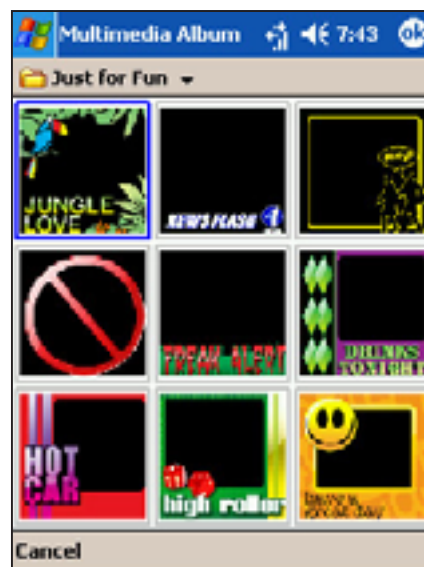


5. Tap **Template** to change the Funhouse effect. Select another effect to apply.
6. When finished, tap  to save the changes.



To create a photo greeting:

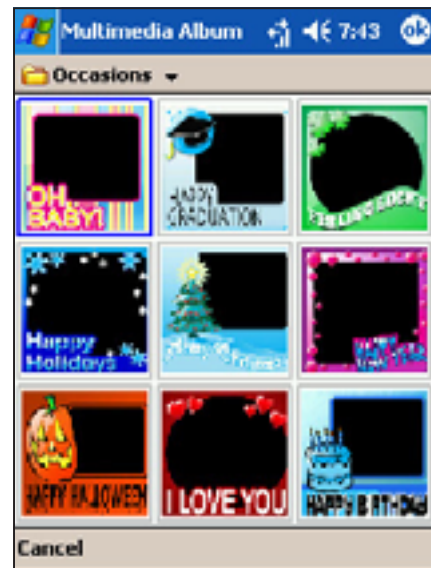
1. Tap **Edit**, then select **Photo Greeting** from the pop-up menu. The Photo Greeting frames appear.
2. Select and tap a frame you want to apply to the photo.



NOTE


The Multimedia Album comes with two Photo Greeting categories: **Just for Fun** and **Occassions**. You can switch categories by tapping the Photo Greeting category displayed on the top left corner of the display.

3. After changing categories, select and tap a frame you want to apply to the photo.



4. Adjust the photo size, angle, and position to match the frame.



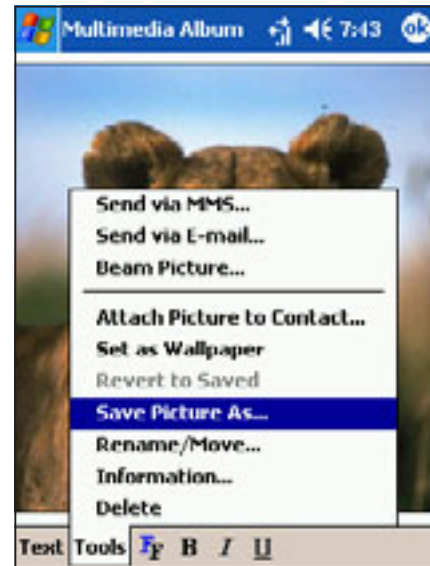
5. Tap **Template** to change the Photo Greeting frame. Select another frame to apply.
6. When finished, tap  to save the changes.



Saving photos

To save the photo:

1. Tap **Tools**, then select **Save Picture As** from the pop-up menu. The **Save As** window appears.



2. Use the on-screen keyboard to type a file name for the photo.
3. Select the folder and location where you want to save the photo.
4. Select the photo file type. You can save a photo in .jpg (JPEG) or .bmp (Bitmap) format.
5. Tap **OK** to save the photo.



Sharing photos

The Multimedia Album lets you share photos with other devices using infrared and Bluetooth®, next generation mobile phones via MMS and GPRS, and notebooks and desktop computers via e-mail.

To send a photo via MMS:

1. From the Multimedia Album main screen, tap a photo to display.
2. Tap **Tools**, then select **Send via MMS** from the pop-up menu. The **Messaging** window appears.



3. The photo becomes an MMS object. Compose the MMS message following the instructions in Chapter 6.
4. When finished, send the MMS message.

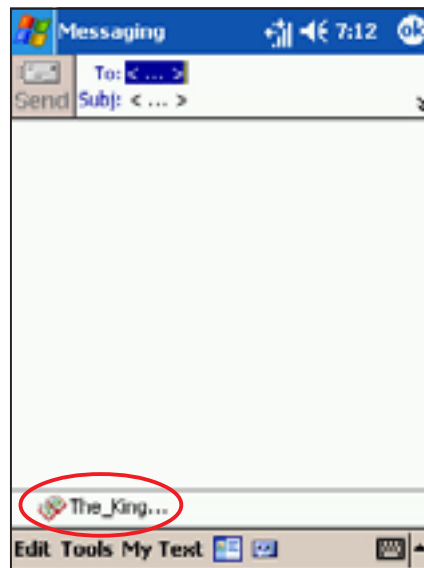


To send a photo via e-mail:

1. From the Multimedia Album main screen, tap a photo to display.
2. Tap **Tools**, then select **Send via E-mail**. The **Messaging** window appears.



3. The photo becomes an e-mail attachment. Compose the e-mail message following the instructions in Chapter 6.
4. When finished, send the e-mail message.



To send a photo via e-mail:

1. From the Multimedia Album main screen, tap a photo to display.
2. Tap **Tools**, then select **Beam Picture** from the pop-up menu.



3. The device searches for the IR port of the recipient's device Beam the photo following the instructions in Chapter 10.




Pictures

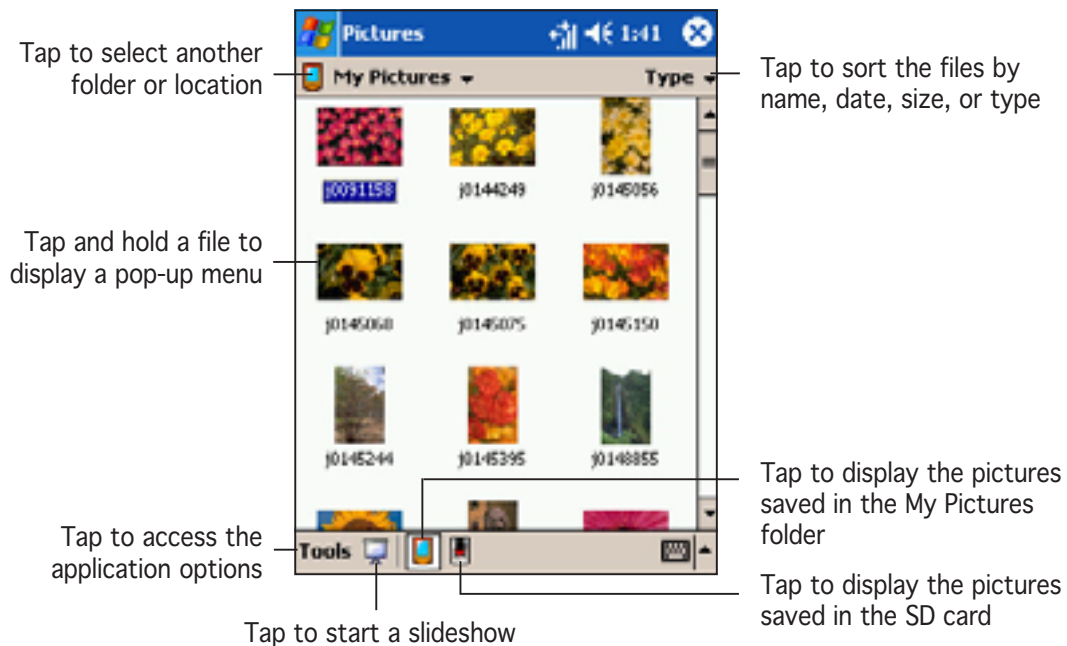
The Windows® Pictures application allows you view, manage, and create slideshows from photos saved in the device.

Launching Pictures

To launch Pictures:

1. Tap .
2. Tap **Programs**.
3. Tap the **Pictures** icon to open the application.

Pictures main screen



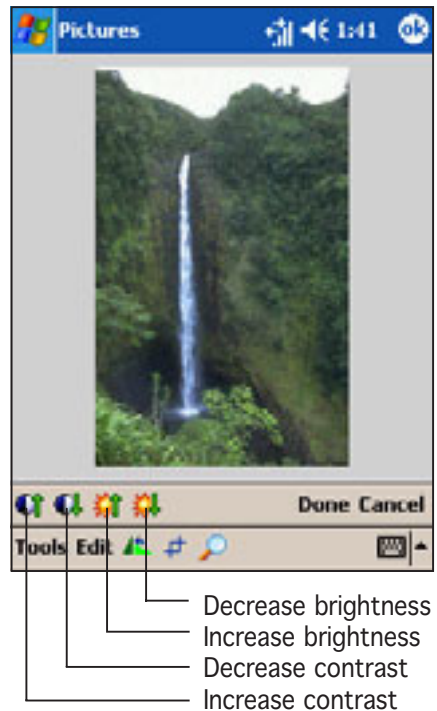
NOTE

By default, the Pictures main screen displays the photos saved in the **My Pictures** folder.

Editing photos using Pictures

To adjust the photo brightness and contrast:

1. From the Pictures main screen, tap a photo to display, tap **Edit**, then tap **Brightness and Contrast**.
2. Adjust the photo brightness and contrast by tapping the appropriate buttons.



3. When finished, tap **Done** to save your changes.

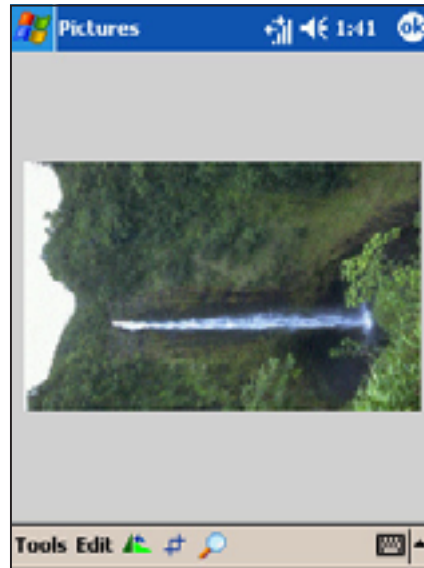


To rotate the photo:

1. From the Pictures main screen, tap a photo to display.
2. Tap the rotate button to rotate the photo 90° counterclockwise.



Tap to rotate



3. Tap  to save the changes.

To rotate the photo:

1. From the Pictures main screen, tap a photo to display, then tap the crop button.
2. Use the stylus to select the photo area you want to retain after cropping.




Crop button



3. When prompted, tap inside the crop to crop the photo.



4. The screen displays the cropped photo. Tap  to save the changes.



To zoom in/out a photo:

1. From the Pictures main screen, tap a photo to display, then tap the zoom button.
2. From the zoom navigator window, tap the zoom in or out button to magnify the photo.



Tap to zoom in/out



Zoom out
Zoom in
Fit in screen view

NOTE

Use the stylus to drag the red square inside the navigator window to the area you want to zoom.

Starting a photo slide show

To adjust the slide show settings:

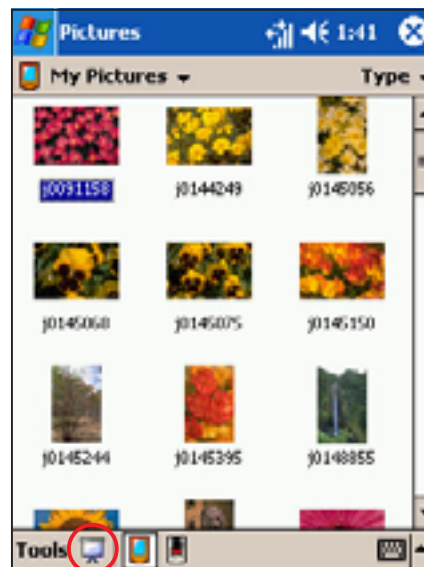
1. From the Pictures main screen, tap **Tools**, then tap **Options**.
2. Tap the Slide Show tab to display the slide show settings.



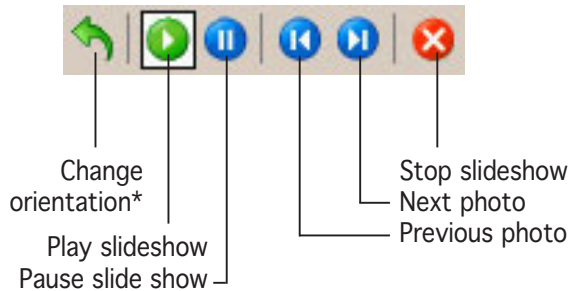
3. Adjust the slide show settings from this window, then tap **OK** to effect your changes.

To start a photo slide show:

1. From the Pictures main screen, tap the slide show button to begin the slide show.



2. During the slide show, tap the screen to display the slide show control buttons. Refer to the illustration below for the button description.



* Portrait or landscape

Using the Tools menu

The Tools menu allows you to share photos via e-mail or beam, set the photo as wallpaper, or revert to the original photo.

To access the Tools menu:

1. From the Pictures main screen, tap a photo to display, then **Tools**.
2. Select from the available options, then follow screen instructions to continue.

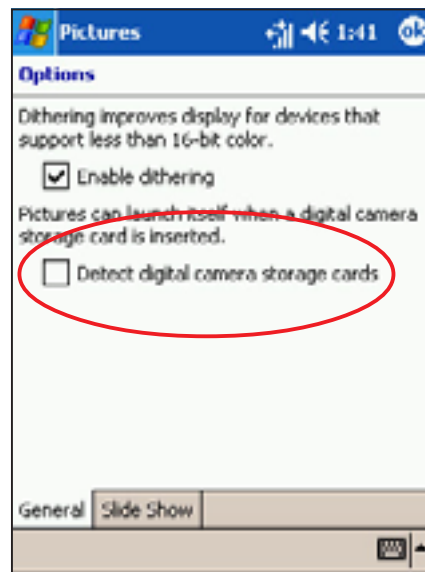
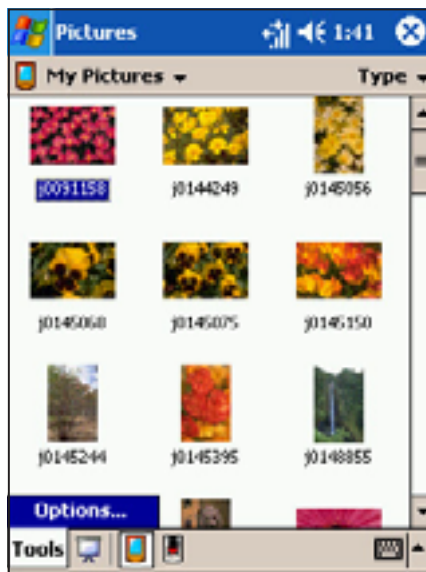


Auto-launching Pictures

You can auto-launch Pictures everytime you insert a digital camera SD/MMC card to the device.

To auto-launch Pictures:

1. From the Pictures main screen, tap **Tools**, then tap **Options**.
2. Tap the **General** tab, then check the option **Detect digital camera storage cards**.



3. Tap  to save your settings.

Chapter 8

Using companion applications


This chapter includes basic information on how to use Pocket Word, Pocket Excel, MSN Messenger, Windows Media Player for Pocket PC, and Voice Commander.

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Companion applications

The companion applications consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, MSN Messenger, Windows Media™ Player for Pocket PC, and Voice Commander.

To switch to a companion program on your device, tap , then select **Programs**. Tap the icon of the program that you want to open.


Pocket Word

Pocket Word works with Microsoft® Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your desktop computer to your device. Synchronize documents between your desktop computer and your device so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, or trip reports.

Creating Pocket Word documents

To create a new Word document:

1. Tap , tap **Programs**, tap **Pocket Word** to launch the application.
If you have existing Microsoft® Word or Pocket Word documents in your device, a list of the documents appears.

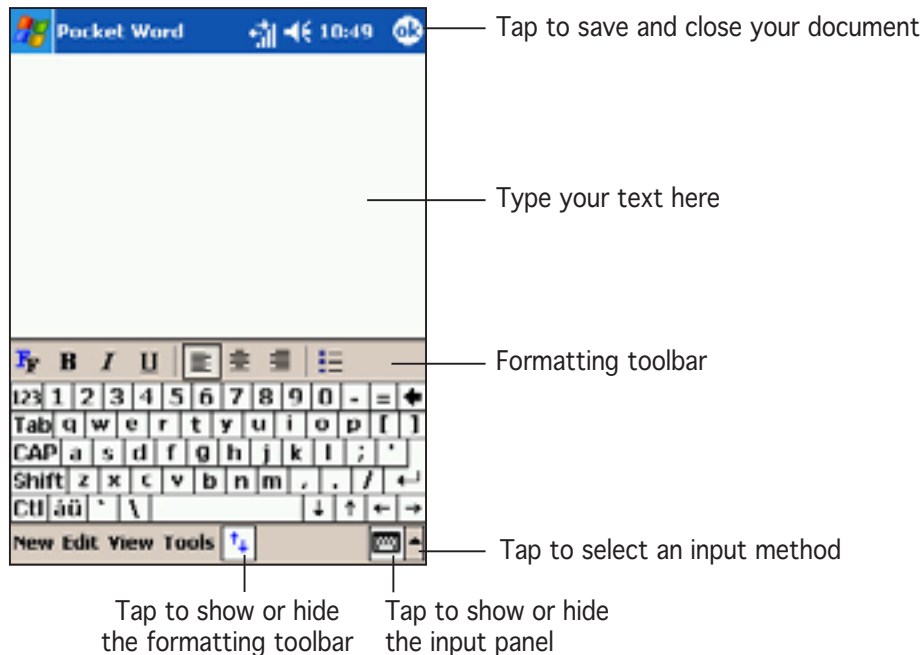


2. Tap **New** to display a blank document.

NOTE

Tap on **Tools**, then **Options** to change the format of blank documents.

3. Use any of the input modes to enter your text. Refer to the section “Modes of entering information” for details.



Modes of entering information

You can enter information in Pocket Word in one of four modes (typing, writing, drawing, or recording), which are displayed on the **View** menu. Each mode has its own toolbar that you can show or hide by tapping the **Show/Hide Toolbar** button on the command bar.

If you are opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

To change the zoom magnification:

1. Tap **View**, then tap **Zoom**.
2. Select your desired percentage.
Select a higher percentage to enter text and lower one to see more of your document.

Typing Mode

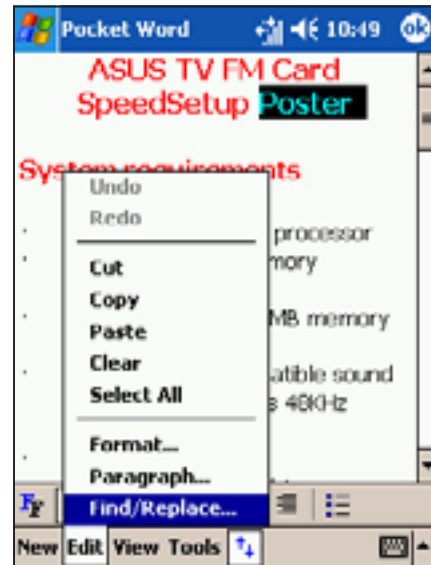
Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

To find and replace text:

1. Highlight the text you wish to change by dragging the stylus across the text.
2. Press the Back bar to remove the text and enter new text.

OR

Tap **Edit > Find/Replace**.

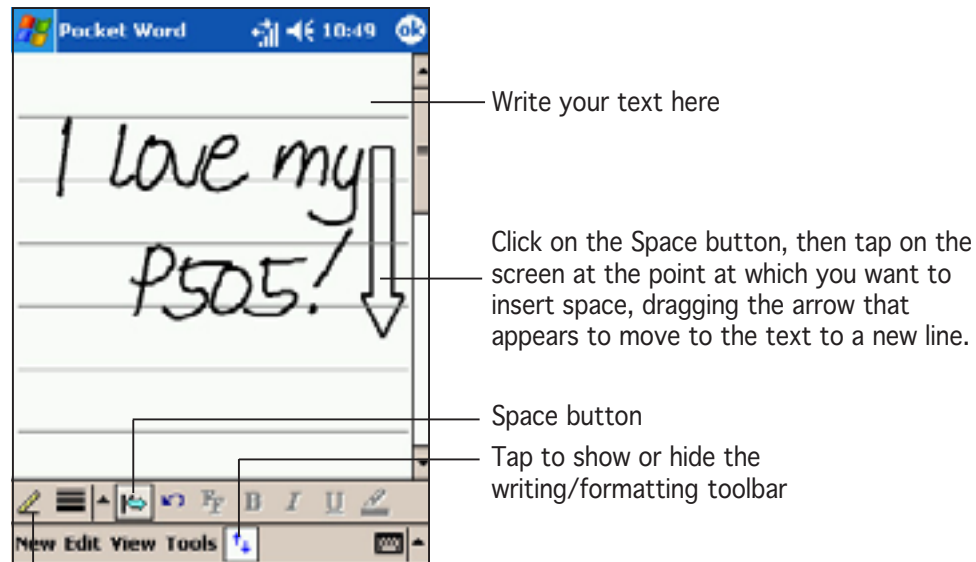


3. Tap **Replace** or **Find**, then follow screen instructions to continue.

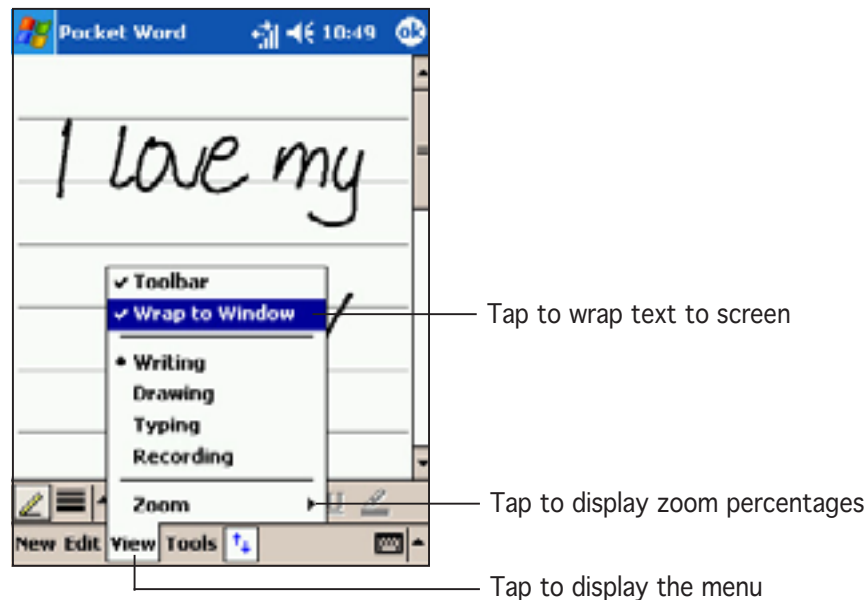


Writing mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.



Pen button



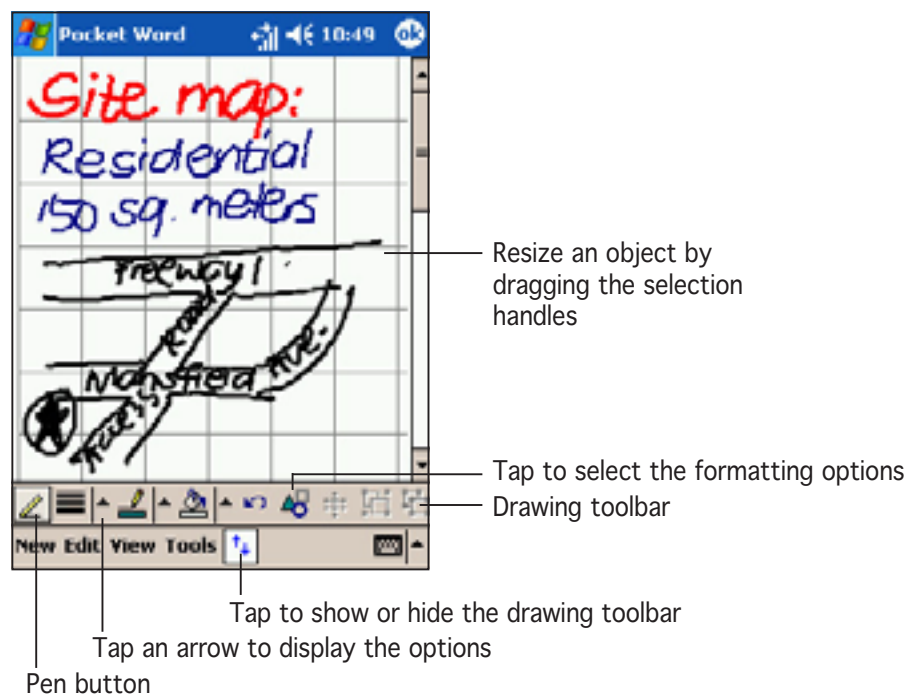
NOTE

- If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the next section.
- Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

Drawing mode

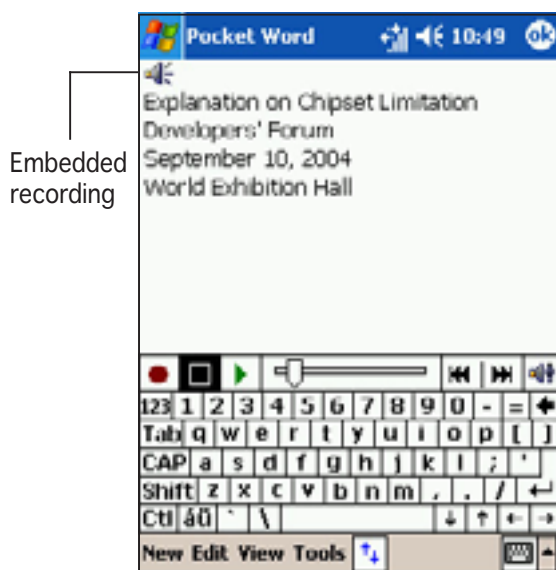
In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you will see a drawing box indicating the boundaries of the drawing.

Every subsequent stroke within or touching the drawing bounding box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.




Recording mode

In recording mode, you can embed a recording into your document. Recordings are saved as **.wav** files. For more information on recording, see Chapter 2.



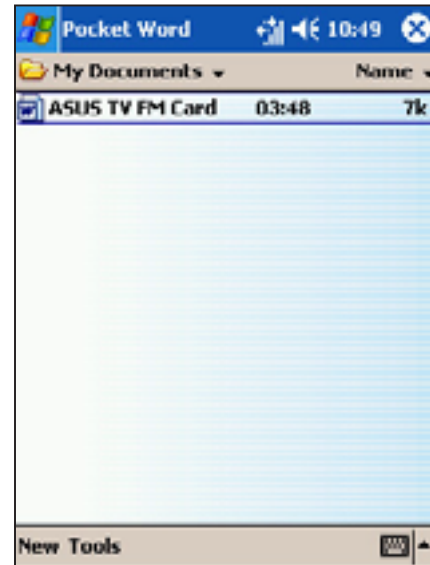
Saving Pocket Word documents

To save a Pocket Word document:

When you have finished editing your document, tap .

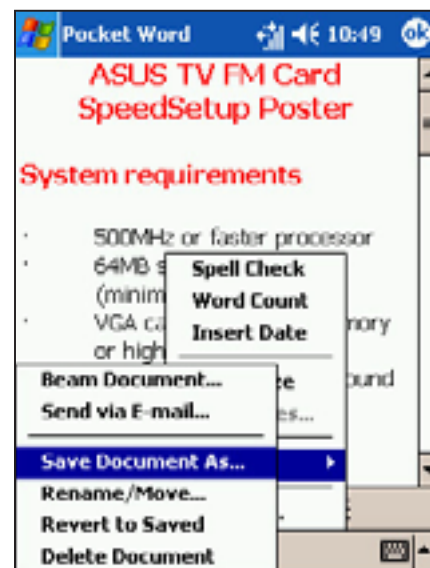
NOTE

If you do not specify a file name for the document using the steps below, then the first line of the document is used as the file name.



To name a file:

1. With the document open, tap **Tools**.
2. From the pop-up menu, tap **File**, then tap **Save Document As...** option. The **Save As** window appears.



3. Change the file name by typing a new one in the **Name** field.
4. Tap the down arrow in the **Folder** field to select a folder where you want to save the file.



5. Tap the down arrow in the **Type** field to select a file format.


You can save the document you create or edit in a variety of file formats including:

- Pocket Word Document (.psw)
- Rich Text Format (.rtf)
- Plain Text (.txt)
- Word 97/2000 Template
- Word 97/2000 Document



6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.
7. Tap **OK** when done.

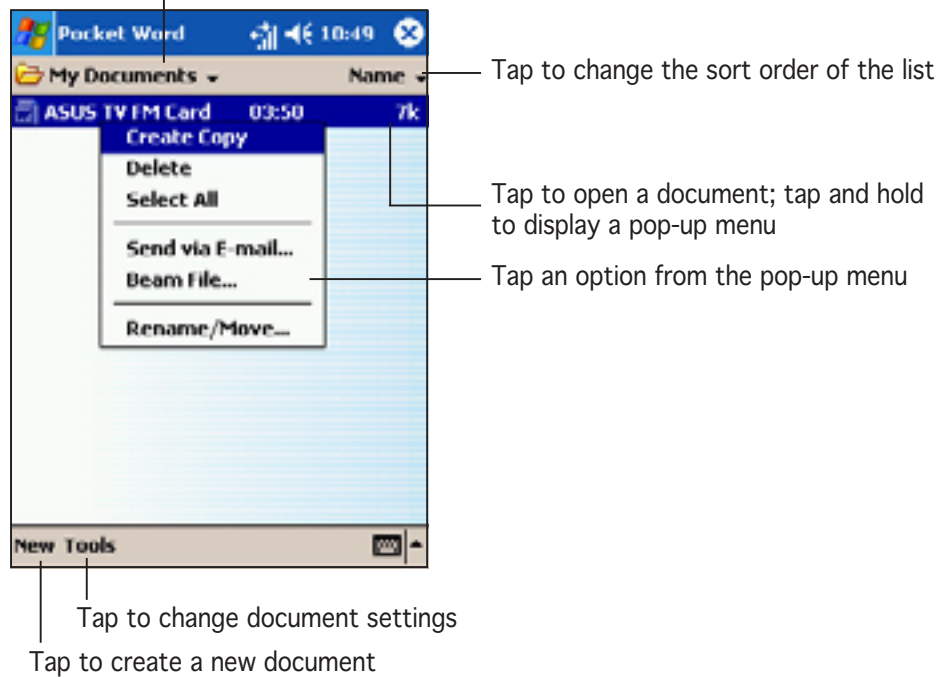
To change a file name:

1. Hold the stylus down on the name of the file in the document list, then select Rename/Move from the pop-up menu.
2. Enter the new name of the file, then tap .

Opening an existing Pocket Word document

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Tap to select the folder you want to display



NOTE

You can open only one Pocket Word document at a time; when you open a second document, you are required to save the first.

Pocket Excel

Use Pocket Excel to create spreadsheets such as expense reports and mileage logs. You can transfer spreadsheets between your device and desktop computer and vice versa. You can also synchronize spreadsheets between your desktop computer and your device so that you have the most up-to-date contents in both locations.

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

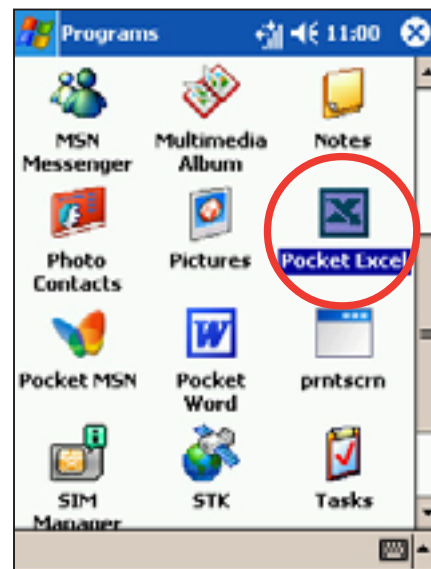
Pocket Excel provides basic spreadsheet tools such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View**, then tap **Toolbar**.

NOTE Some Excel spreadsheets may be too complex for viewing and editing in Pocket Excel.

Creating Pocket Excel spreadsheets

To create a new spreadsheet:

1. Tap , tap **Programs**, tap **Pocket Excel**.

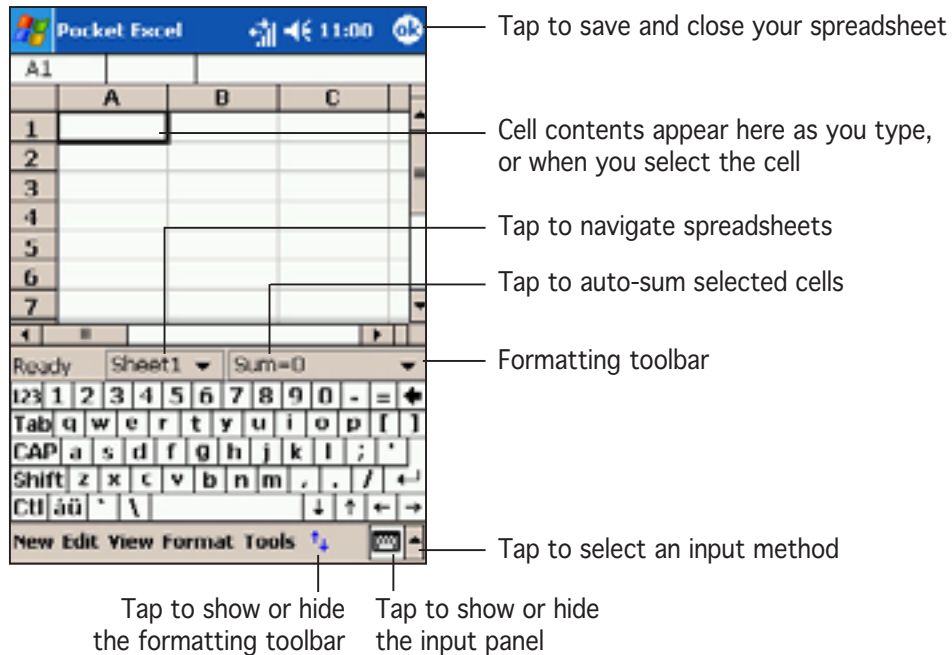


NOTE You can open only one Pocket Excel spreadsheet at a time; when you open a second spreadsheet, you will be asked to save the first.

2. Tap **New** to display a blank spreadsheet.

If you selected a template for new spreadsheet in the **Options** dialog box, that template appears with the appropriate text and formatting already provided.

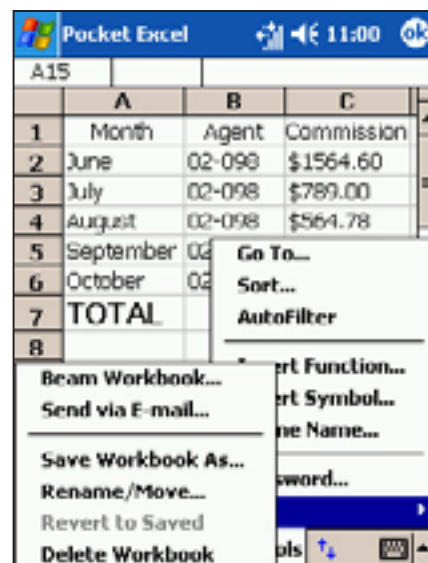
3. A blank spreadsheet appears. Enter texts, numbers, and formulas using the soft keyboard and the application buttons.



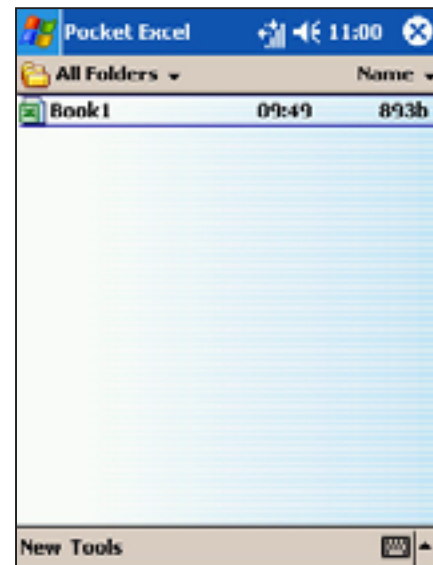
Saving Pocket Excel spreadsheets

To save an Excel spreadsheet:

1. When you have finished editing your spreadsheet, tap **OK**.



2. By default, your spreadsheet will be saved with the file name **Book1**. You can change the file name to one that is more descriptive of your document. See next section for saving options.

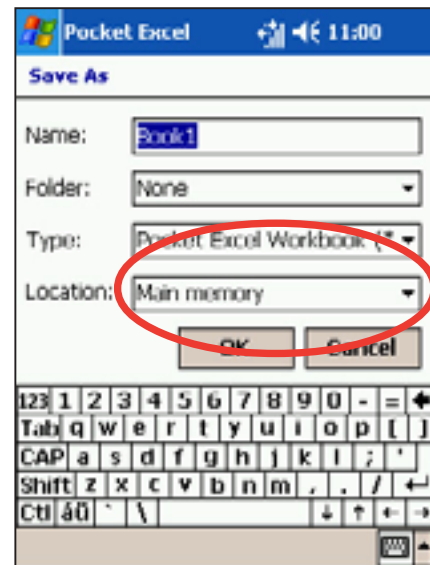


To specify save options:

1. With the spreadsheet open, tap **Tools**.
2. From the pop-up menu, tap **File**, then tap **Save Workbook As...** to display the **Save As** screen.
3. Change the file name by simply typing a new one in the **Name** field.
4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.
5. Tap the down arrow in the **Type** field to select a file format. You can save the spreadsheet you create or edit in a variety of formats:
 - Pocket Excel Workbook (.pxl)
 - Pocket Excel 1.0 Workbook (.xls)
 - Pocket Excel Template
 - Excel 97/2000 Workbook
 - Excel 97/2000 Template



6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.
7. Tap **OK** when done.



NOTE

If you do not wish to save your spreadsheet to a different format, but would like to change the file name, folder, and location of your document, simply tap and hold the file from the File Explorer window, then tap **Rename/Move...** from the pop-up menu to make your changes.


Securing your Excel spreadsheet

If your spreadsheet contains sensitive or confidential information, you can protect it with a password.

To set a password for your spreadsheet:

1. Open the spreadsheet.
2. Tap **Edit** from the command bar, then tap **Password...** to display the password setting screen.



3. Type a password in the **Password** field.
4. Re-type the password in the **Verify Password** field.
5. Tap  when done.



If you have set a password for your spreadsheet, a password screen appears asking you to type your password whenever you try to open the file.

Type your password, then tap **OK**. If you type in a wrong password, a message appears telling you so.



NOTE

DO NOT forget your password! You cannot open your spreadsheet unless you type in the correct password.

Tips for working in Pocket Excel

Take note of the following when working in large spreadsheets in Pocket Excel:

- **View in full-screen mode** to see as much of your spreadsheet as possible. Tap **View**, then tap **Full Screen**. To exit full-screen mode, tap **Restore**.
- **Show and hide window elements**. Tap **View**, then tap the elements to show or hide.
- **Freeze panes on a spreadsheet**. First select the cell where you want to freeze panes. Tap **View**, then tap **Freeze Panes**. You might want to freeze the top and leftmost panes in a spreadsheet to keep row and column labels visible as you scroll through a sheet.
- **Split panes** to view different areas of a large spreadsheet. Tap **View**, then tap **Split**. Drag the split bar to where you want it. To remove the split, tap **View**, then tap **Remove Split**.
- **Show and hide rows and columns**. To hide a row or column, select a cell in the row or column that you want to hide. Tap **Format**, then tap **Row** or **Column**, and tap **Hide**. To show a hidden row or column, tap **Tools**, then tap **Go To**, and type a reference that is in the hidden row or column. Tap **Format**, then tap **Row** or **Column**, and tap **Unhide**.

For more information on using Pocket Excel, tap , then tap **Help**.

MSN Messenger

MSN Messenger on your device is an instant messaging program that allows you to:

- See online friends and colleagues
- Send and receive instant messages
- Have instant message conversations with groups of contacts

To use MSN Messenger:

You must have a **Microsoft Passport™ account** or a **Microsoft Exchange e-mail account**.

You must have a Passport to use the MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a passport. Once you have obtained either a Microsoft Passport or Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at <http://www.passport.com>.

Get a free Microsoft Hotmail e-mail address at <http://www.hotmail.com>.

To launch MSN Messenger:

1. Tap , then tap **Programs**.
2. Tap **MSN Messenger**.



Signing up

To sign in to MSN Messenger service:

1. Tap **Tools** then tap **Sign in...** from the menu.
OR
Simply tap the screen.
2. In the sign-in screen, enter your e-mail address and password, then tap **Sign In**.



NOTE

If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again.

Working with contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into **Online** and **Not Online** categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.



To see others online without being seen, tap **My Status** in the **Tools** menu and select **Appear Offline**.


If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

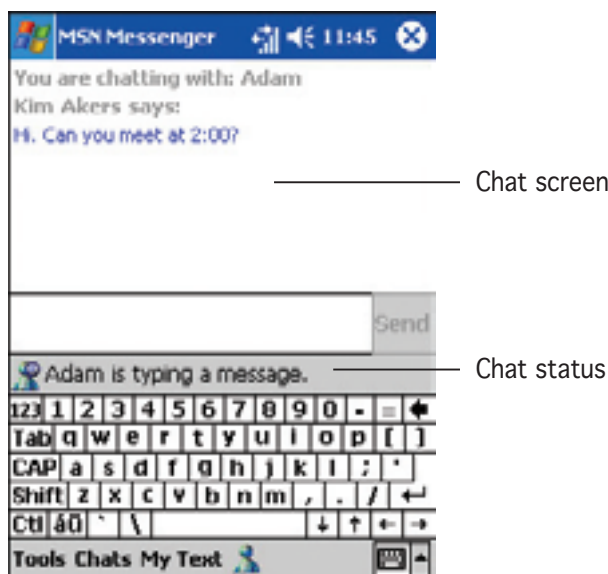
Chatting with contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, then tap **Send**. To invite another contact to a multi-user chat, tap **Invite** in the **Tools** menu, then tap the contact that you want to invite.



NOTE To switch back to the main window without closing a chat, tap the **Contacts** button. To go back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area. For more information on using MSN Messenger, tap , then tap **Help**.




Windows Media™ Player for Pocket PC

Use Microsoft® Windows Media™ Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. You can use Microsoft® Windows Media™ Player on your desktop computer to copy digital audio and video to your device. You can play Windows Media and MP3 files on your device.

To launch the Windows Media™ Player for Pocket PC:

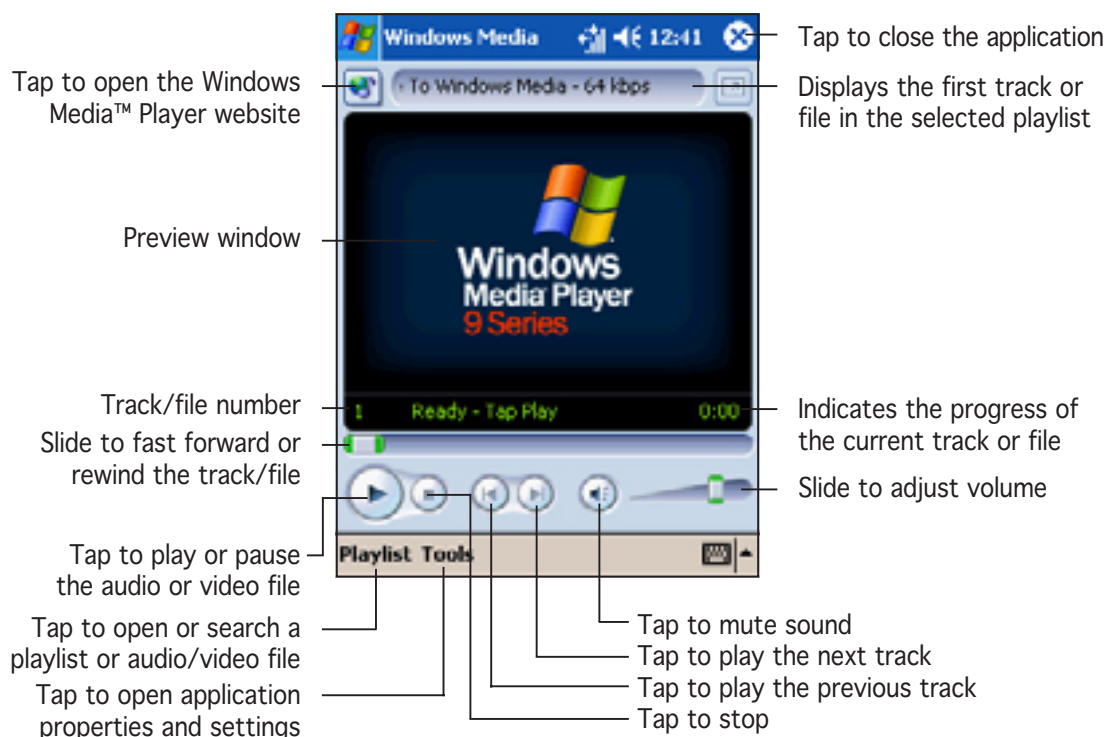
1. Tap .
2. Tap **Programs**.
3. Tap the **Windows Media** icon.

NOTE


For more information on using Windows Media Player for Pocket PC, tap , then tap **Help**.

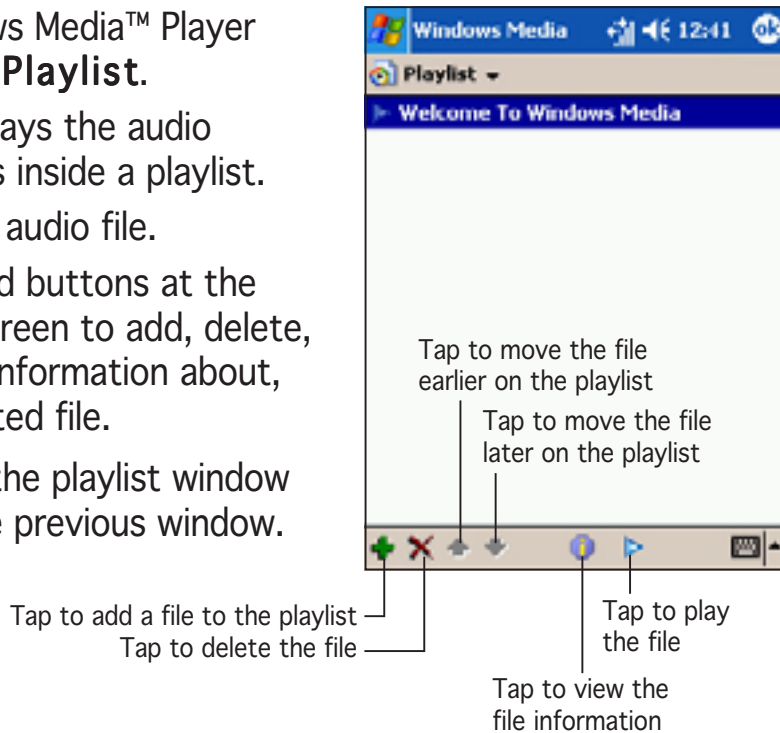


Windows Media™ Player main screen




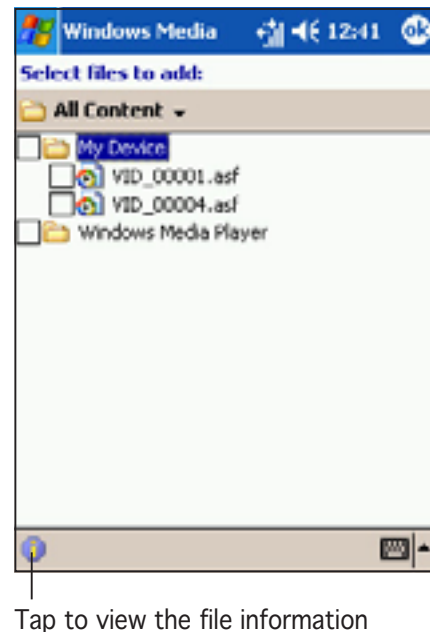
To open a Windows Media™ Player playlist:

1. From the Windows Media™ Player main screen, tap **Playlist**.
The window displays the audio and/or video files inside a playlist.
2. Select a video or audio file.
3. Use the command buttons at the bottom of the screen to add, delete, arrange, display information about, or play the selected file.
4. Tap  to close the playlist window and return to the previous window.



To add an audio/video file to a playlist:

1. From the Windows Media™ Player main screen, tap **Playlist**.
2. Tap the **Add** button.
3. Check the box preceding an audio/video file to add to the playlist.
If the audio/video file is not on the list, tap **All Content**, then select another file location.
4. Tap  to add the files to the playlist.



Voice Commander

Voice Commander is a speech recognition technology that allows the device to launch applications and dial contact numbers via voice commands. Voice Commander is speaker-independent since it automatically creates a default voice tag for each of your contacts and installed applications. You can, however, customize these voice tags using the Voice Commander Settings menu. Press the voice command button at the right side of the device to launch the application.


The Voice Commander interprets your voice commands or you can teach it your own voice commands, for example to call “Mom” who has been saved as a contact Anne Smith.

Using the Voice Commander

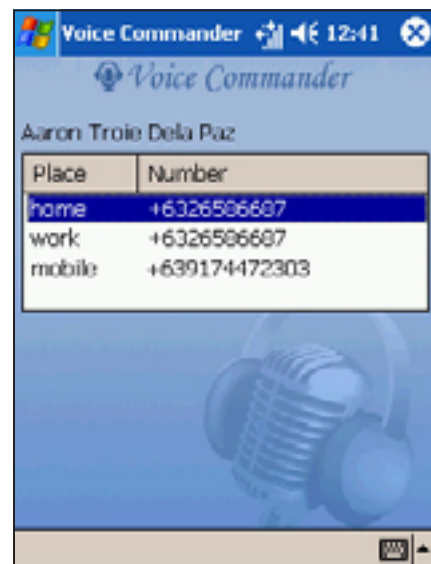
To launch and use the Voice Commander:


1. Press the Voice Commander button on the right side of the device to launch the application.

OR

Tap , tap **Programs**, then tap the **Voice Commander** icon.

2. Say a voice command providing the relevant details as prompted for between the < >. For example, say “**Call Aaron**”, “**Start Explorer**”.




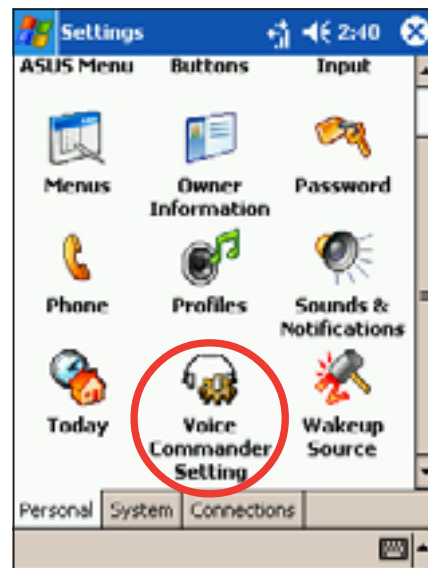
3. For voice dial: When multiple contact numbers are detected, the screen displays the numbers. Tap a contact number to dial.
For voice commands, the application associated with the command opens. Follow screen instructions to continue.
4. Tap  to close.

IMPORTANT For details on each voice command function and other application features, launch the Voice Commander application, then say “What can I say?” to display the Voice Commander help menu.

Customizing the Voice Commander settings

To launch the Voice Commander settings:

1. Tap .
2. Tap **Settings**.
3. Tap the **Voice Commander Setting** icon.



Customizing voice tags

To customize a voice tag for a contact:

NOTE An automatic (hidden) voice tag is attached to all contacts and applications. You can listen to these tags by tapping the play button.

1. Select a contact using the stylus.
2. Tap the **Voice Tag** button to start recording.



Play button

Voice tag
record button

3. Use the headphone or the device microphone to record a voice tag for the selected contact.



4. When prompted, repeat the voice tag.

NOTE

A message appears if the device fails to recognize the voice tag. Try speaking more loudly or move to a quieter location for making the recording.



5. A voice tag icon appears after the contact to indicate that the voice tag has been saved.
6. Follow the same instructions when creating voice tags for other contacts.



Tap to display other tabs

To customize a voice tag for an application:

NOTE An automatic (hidden) voice tag is attached to all contacts and applications. You can listen to these tags by tapping the play button.

1. Tap the **Application** tab to display all applications.
2. Select an application using the stylus, then check the box preceding the application to activate voice command.
3. Follow the instructions in the previous section to create a voice tag for an application.



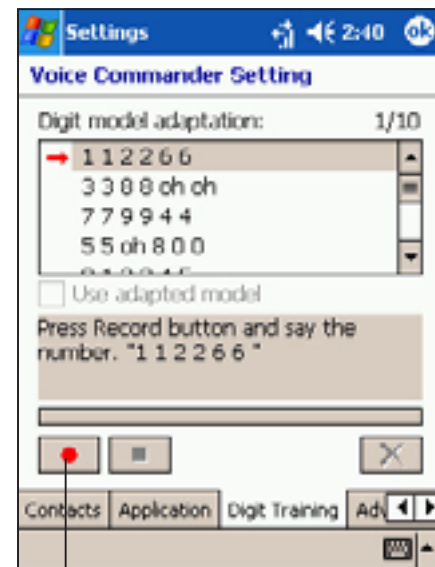
Play button

Voice tag
record button

Customizing the digit dial settings

The **Digit Training** tab trains you on pronouncing digits when using the Digit Dial feature of the Voice Commander. The device uses the digit model adaptation recording to recognize your voice tone and pronunciation speed.

NOTE Since Digit Training serves as the Voice Commander calibration, it is recommended that you record in a quiet environment for accurate recognition.



Record button

To customize the digit dial settings:

1. Tap the **Digit Training** tab, then tap the record button to start.
2. Say the first number sequence on the **Digit model adaptation** field.



Record button



3. The device plays back the recording, then confirms if the recording is correct. Tap **Yes** to save the recording and move to the next digit model, or **No** to repeat.
4. Record the next digit model adaptation until all 10 are recorded. Tap **ok** when done.



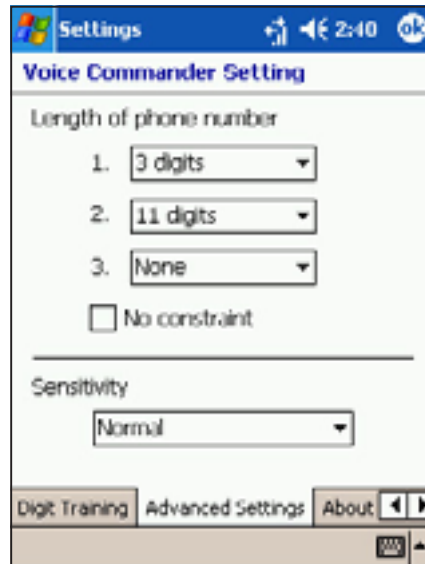
Adjusting the advanced settings

To adjust the advanced settings:

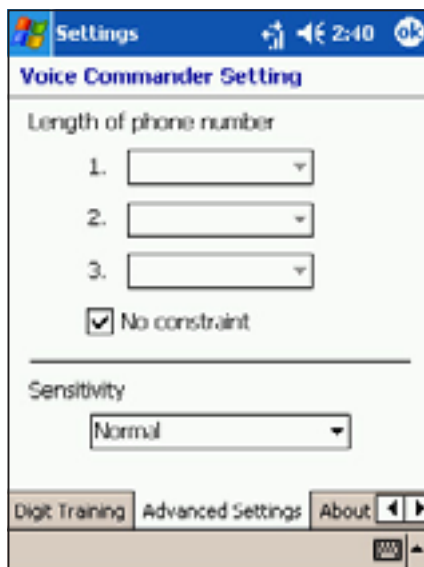
1. Tap the **Advanced Settings** to display the options.

NOTE

By default, the Voice Commander application recognizes three phone number lengths based on your settings. Tap the **No constraint** option to support unlimited number of phone number digits.



2. Assign the length of the phone number in the first three fields.
3. Select the voice command sensitivity, then tap **ok** to save your changes.



Chapter 9

Using Pocket Internet Explorer

This chapter gives information on using Pocket Internet Explorer and the Mobile Favorites folder.

Chapter summary

- **Introduction..... 9-3**
- **Pocket Internet Explorer..... 9-3**
 - Using Pocket Internet Explorer 9-3
 - Changing View settings 9-4
 - Browsing the Internet 9-5
- **Mobile Favorites folder..... 9-6**
 - Favorite links 9-6
 - Mobile Favorites 9-6
 - Viewing mobile favorites and channels 9-8
 - Adding/Deleting mobile favorites and folders 9-8

Introduction

You can view web or WAP pages by connecting to the Internet via GPRS, CSD or your local area network. See Chapter 10 for information on creating a connection.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

NOTE Your phone operator may charge for Internet access or GPRS use. Contact them for details.

You can copy the links to your favorite pages from your desktop computer to the device or vice versa using ActiveSync®. In Internet Explorer, copy those links you wish to use on the P505 into the Mobile Favorites sub-folder. These links are listed the next time you synchronize the device with the desktop computer.

NOTE Internet surfing through GPRS may incur charges. Inquire the current rate(s) with your phone operator.

Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection to surf the Web.

Using Pocket Internet Explorer

To launch Pocket Internet Explorer:

1. Tap , then **Internet Explorer** to display the Pocket Internet Explorer home page.



Pocket Internet Explorer home page



2. Tap the **Home** button to display the Pocket Internet Explorer welcome screen with links to some useful Web sites.
3. Tap any of the Web site buttons to go to a specific site.

Changing View settings

To change View settings:

1. Tap **View** to display a pop-up menu.
2. Tap **Address Bar** to display the Web site address bar.

OR

Tap and hold **Text Size** to display another pop-up menu with a text size selection. Select your desired text size for the screen.


OR

Tap and hold **Layout** to display another pop-up menu with a layout selection. Select your desired screen layout.




Browsing the Internet

To browse the Internet:

1. To browse pages you must have a valid connection established. This may be automatic or require configuration. See Chapter 10 for details.
2. Do one of the following to connect and start browsing:
 - Tap the **Favorites** button, then tap the favorite that you wish to view.
 - Tap **View**, then select **Address Bar** from the menu. Enter the address of the website that you want to visit using the on-screen keyboard, then tap .



3. Use the stylus to move the browser slides up/down or left/right to browse other sections of the web page.
4. Tap  to close the browser.

Mobile Favorites folder

Only items stored in the Mobile Favorites sub-folder in the Favorites folder in the desktop PC Internet Explorer will be synchronized with your device. The Mobile Favorites folder is automatically created when you installed ActiveSync®.

Favorite links

During synchronization, any links in your computer's Mobile Favorites folder will be synchronized with Pocket Internet Explorer on your device. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync® Help on the desktop computer.

Mobile Favorites

If you are using Microsoft® Internet Explorer 5.0 or later on your desktop computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer plug-in installed with ActiveSync® to quickly create mobile favorites.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools** then **Create Mobile Favorite**.
2. To change the link name, enter a new name in the **Name** box.
3. Select your desired update schedule in **Update**. This is optional.
4. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.



5. If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite, then click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve device memory, go only one level deep.
6. Synchronize your device and your desktop computer. Mobile favorites that are stored in the Mobile Favorites in Internet Explorer are downloaded to your device.



NOTE

- If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and device. Before synchronizing with your device, in Internet Explorer on your desktop computer, click **Tools** then **Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.
 - You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View**, **Toolbars**, and **Customize**.
-

Saving device memory

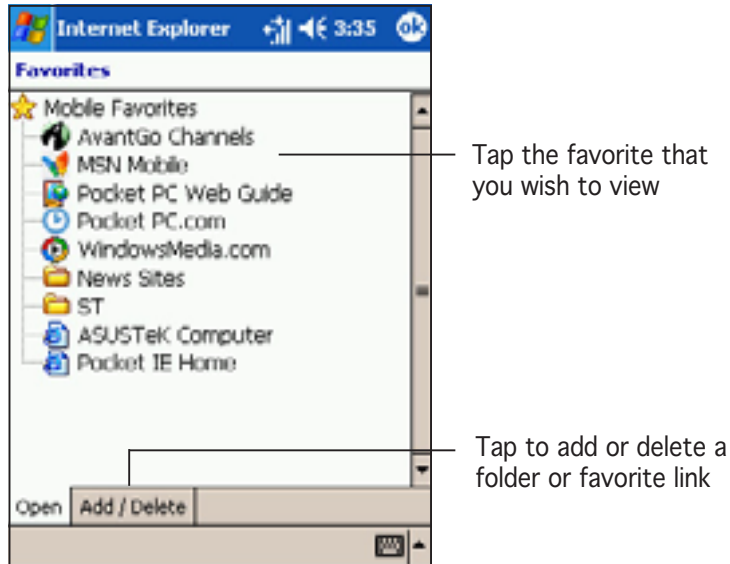
Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync® options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the device. For more information, see ActiveSync® Help.
- Limit the number of downloaded linked pages. In Internet Explorer on your desktop computer, right-click the mobile favorite you want to change, then click **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Viewing mobile favorites and channels

To view mobile favorites and channels:

1. Tap ★ to display your list of favorites.



2. Tap a Favorites page that you wish to view.

You will see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your device, the favorite is dimmed. You need to synchronize with your desktop computer again to download the page to your device, or connect to the Internet to view the page.

Adding/Deleting mobile favorites and folders

To add a favorite:

1. Tap ★ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Tap the **Add...** button to show the **Add Favorite** screen.



4. Type a name for the favorite that you wish to add in the **Name** field.
5. Type in the URL address in the **Address (URL)** field.
6. Select a folder to place the favorite from the **Create in:** box.
7. Tap **Add** to return to the Favorites screen, which now shows the favorite that you added.



To delete a favorite:

1. Tap ★ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Select the favorite that you wish to delete, then tap **Delete**.
4. When prompted to permanently delete the favorite, tap **Yes**.



To add a folder:

1. Tap ★ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Tap the **New Folder** button.
4. Type a name for the folder that you wish to create.
5. Tap **Add** to return to the Favorites screen, which now shows the folder that you added.



To delete a folder:

1. Tap ★ to display your list of favorites.
2. Tap the **Add/Delete** button to display the **Favorites** screen.
3. Select the folder that you wish to delete, then tap **Delete**.
4. When prompted to permanently delete the folder, tap **Yes**.



Chapter 10

Getting connected

This chapter provides the procedures for connecting to the Internet, intranet, and for transferring data using infrared (IR).

Chapter summary

- **Introduction** 10-3
- **My ISP connections** 10-4
 - Creating an Internet connection 10-4
- **My Work connections** 10-9
 - Creating a VPN connection 10-10
 - Adjusting the proxy server settings 10-12
 - Network card connections 10-13
- **Set up a WAP gateway** 10-15
- **Using dialing rules** 10-17
- **Ending a connection** 10-18
- **Infrared (IR) connection** 10-18
 - Sending information 10-19
 - Receiving information 10-20

Introduction


The connection settings tell the device how you want it to connect to service/network to browse the Internet, send and receive e-mail, SMS, MMS, etc.

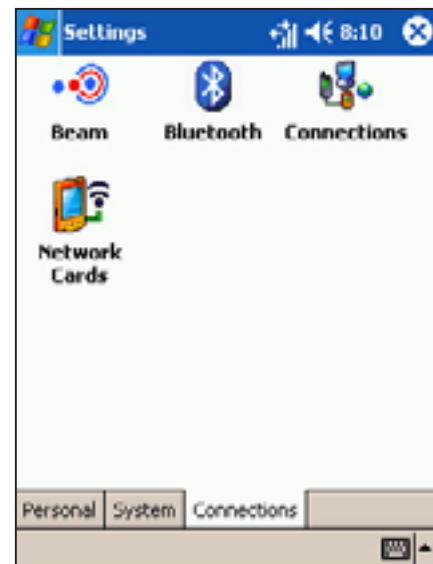
Connections can be made using a **modem**, **wireless network**, or **network (Ethernet) cards**. A modem connection can be used to set up connections with an external modem, or with the mobile phone network using a cellular line (WAP or GPRS).

Your device has two groups of connection settings: **My ISP** and **My Work Network**. My ISP settings are used to connect to the Internet, and My Work Network settings can be used to connect to any private network, such as a corporate network you use at work. Simply fill in the settings and get ready to start connecting. For more information, see the sections “My ISP connections” or “My Work connections.”

You may also establish connection to the Internet wirelessly through another device using infrared (IR) or Bluetooth®. For more information, see the section “Infrared (IR) connection” or refer to Chapter 11 “Using Bluetooth®.”

To view the Connections window:

1. Tap .
2. Tap **Settings**.
3. Tap the **Connections** tab.
4. Tap a connection to use or configure.



My ISP connections

You can connect to the Internet using your device cellular line (WAP), GPRS, generic IrDA, or Hayes-compatible modem. Refer to the following sections on how to set up your Internet connection.

Your device is pre-configured to automatically connect to your phone operator's services, provided you have subscription. Contact your operator for details of specific charges and services.

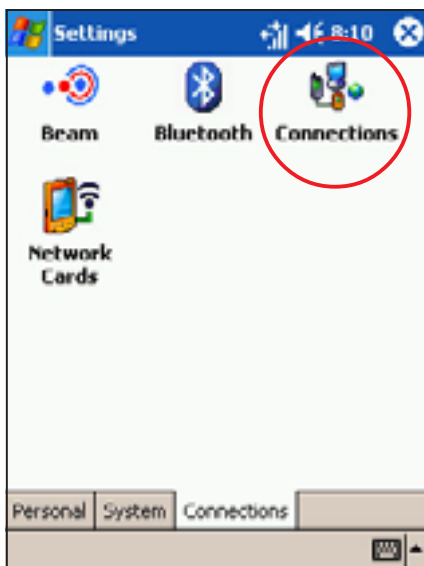
To create a different connection, you need the following information to set up the device.

Connection	Information required
Cellular Line (WAP)	server phone number, user name, password, domain, port settings, TCP/IP settings, specific server addresses
Cellular Line (GPRS)	access point name, user name, password, domain, TCP/IP settings, specific server addresses
Generic IrDA	server phone number, user name, password, domain, Baud rate, port settings, TCP/IP settings, specific server addresses
Hayes-compatible modem	server phone number, user name, password, domain, Baud rate, port settings, TCP/IP settings, specific server addresses

Creating an Internet connection

To create a Cellular Line (WAP) connection:

1. From the **Connections** tab, tap **Connections**.
2. In My ISP, tap **Add a new modem connection**.



3. Type a name for the connection, then select **Cellular Line** from the modem list. Tap **Next** when finished.



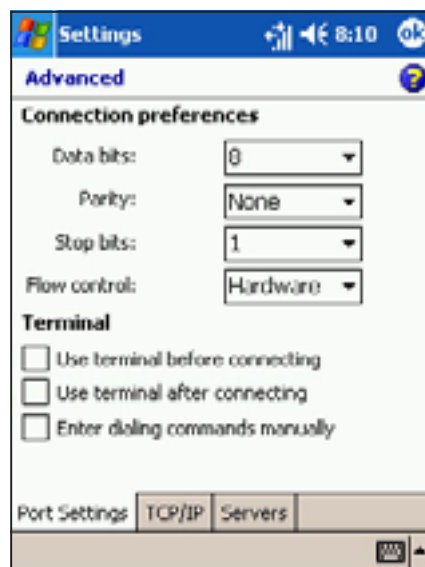
4. Use the soft keyboard to type the number of the phone network server, then tap **Next**.



5. Type the user name, password, and domain for the connection, then tap **Advanced**. Otherwise, tap **Finish** to create the connection.



6. Adjust the **Connection Preferences** and **Terminal** settings from this tab, then tap the **TCP/IP** tab.



- Adjust the TCP/IP settings from this window, then tap the **Servers** tab.



- Adjust the specific server address from this window, then tap **ok**.



- The device creates the connection. To verify, return to the **Connections** main window, then tap **Manage existing connections**.



- The connection appears in the list of network connections. Launch Internet Explorer to test the connection.




To create a Cellular Line (GPRS) connection:

1. Follow steps 1 to 2 of the previous section.
2. Type a name for the connection, then select **Cellular Line (GPRS)** from the modem list. Tap **Next**.
3. Use the soft keyboard to type the GPRS access point name of the phone network server, then tap **Next**.



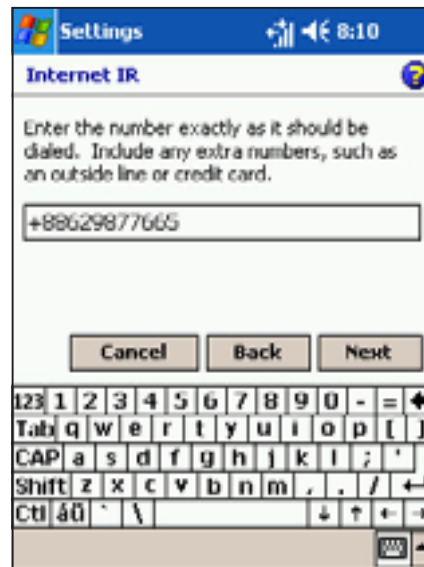
4. Follow steps 5, 7 to 10 of the previous section to create the GPRS connection.

NOTE

To view additional information for any screen in the wizard or while changing the settings, tap .


To create an IR or Hayes-compatible modem connection:

1. Follow steps 1 to 2 of the section on creating a cellular line (WAP) connection on page 10-4.
2. Type a name for the connection, then select **Generic IrDA** or **Hayes-compatible on COM1**: from the modem list. Tap **Next**.
3. Use the soft keyboard to type the number of phone network server, then tap **Next**.



4. Follow step 5 of the section on creating a cellular line (WAP) connection on page 10-5.
5. Set the **Baud Rate** for the connection using the **General** tab.
6. Follow steps 6 to 10 of the section on creating a cellular line (WAP) connection on page 10-5 to 10-6 to create the connection.

NOTE

To view additional information for any screen in the wizard or while changing settings, tap .



My Work connections


Use My Work connections to connect to a Local Area Network (LAN), virtual private network (VPN), and edit the firewall proxy settings. using the device or a network card (Ethernet card). Refer to the following sections on how to set up your work connections.

Before you proceed

Before setting up your Internet connection in the My Work group, obtain the following information from your network administrator.

Connection	Information required
Generic IrDA	server phone number, user name, password, domain, Baud rate, port settings, TCP/IP settings, specific server addresses
Hayes-compatible modem	server phone number, user name, password, domain, Baud rate, port settings, TCP/IP settings, specific server addresses
Virtual Private Network	host name/IP, VPN type, VPN authentication or certificate, user name, password, domain, TCP/IP settings, specific server addresses

NOTES

- Refer to the previous sections when setting up modem connections in My Work.
- To change modem connection settings in either **My ISP** or **My Work Network**, tap **Manage existing connections**. Select the desired modem connection, tap **Settings**, and follow the instructions on the screen.
- To view additional information for any screen in the wizard or while changing settings, tap .

Creating a VPN connection

To create a Virtual Private Network (VPN) connection:

1. From the **Connections** tab, tap **Connections**.
2. In My Work Network, tap **Add a new VPN server connection**.



3. Type the VPN name using the soft keyboard.
4. Enter the host name/IP address, then select the VPN type. Tap **Next** when finished.



5. Select the VPN authentication, then tap **Next** to continue.



6. Type the user name, password, and domain for the connection, then tap **Advanced**. Otherwise, tap **Finish** to create the connection.



7. The created VPN network is displayed in the **My Work Network** list. Tap **ok** to close the window.



8. Launch Internet Explorer to test the connection.

NOTE

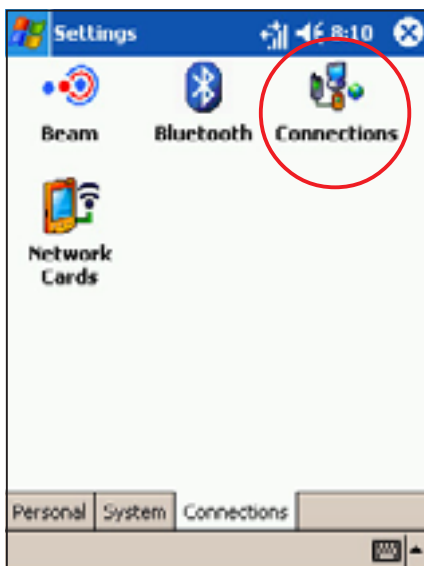
To view additional information for any screen in the wizard or while changing settings, tap **?**.

Adjusting the proxy server settings

If you are connected to your ISP or private network during synchronization, your mobile device should download the proper proxy settings from your computer. If these settings are not on your computer or need to be changed, ask your network administrator for the proxy server name, server type, port, type of Socks protocol used, and your user name and password.


To change proxy server settings:

1. From the **Connections** tab, tap **Connections**.
2. Tap **Edit my proxy server**.



3. Select **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**.
4. In the **Proxy server** box, enter the proxy server name.



5. Tap the **Advanced** button to change the port number, proxy server type, and other advanced proxy settings.
6. Tap  to save your changes.




Network card connections

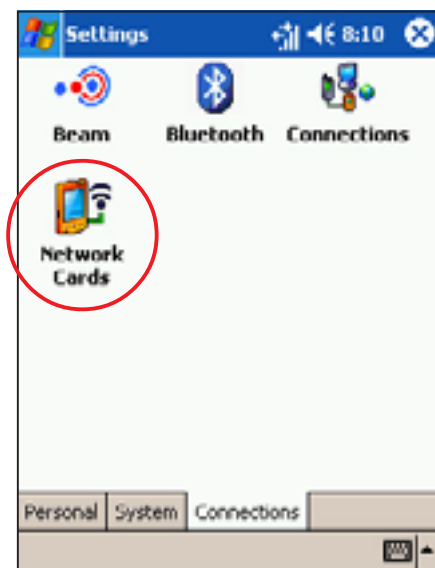
Use a network (Ethernet) card to connect directly to a network. Once connected, you can view the Internet or intranet, download e-mail or send and receive MMS messages. You do not need to create a new connection on your device. Your network administrator can provide the details of the network settings.

IMPORTANT Make sure to purchase and configure a network card that is compatible with your device.

To set up a network card:

1. Obtain the network settings from your network administrator.
2. Insert the network card into your device.
3. The Network Settings window appears the time you insert the card so you can configure it immediately.

If it does not appear, or to change the settings later, tap , **Settings**, **Connections** tab, then tap the **Network Cards** icon.



4. If you need to enter specific server information, tap the appropriate adapter. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you otherwise.

5. If necessary, connect the network card to the network by using a network cable. For information, refer to the documentation that came with your network card.

6. To start a connection, insert the network card, and begin using a desired program. For example, switch to **Pocket Internet Explorer** and browse a **Web page**. Your device automatically starts connecting.

If you use your network card with two networks, such as a private network at work and one at home for the Internet, you need to change the network to which the network card connects.



NOTE

- You may need proxy server and VPN connection settings. Inquire the network settings with your network administrator.
- To view additional information for any screen in the wizard or while changing the settings, tap ?.

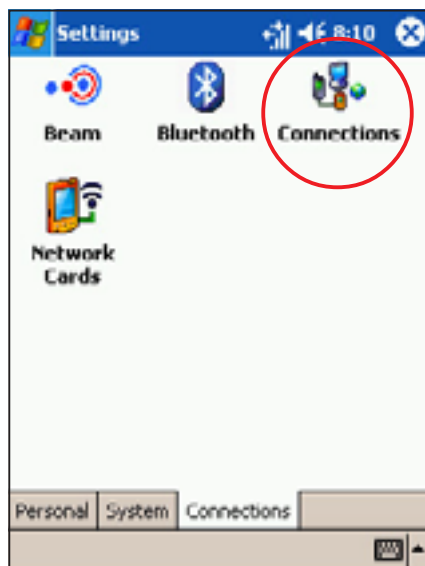
Set up a WAP gateway

Your device is pre-configured to automatically connect to your Internet service provider or phone operator's services, provided you have subscription. Contact your ISP or phone operator for details of specific charges and services.

If you lose these automatic settings, and do not want to reset your device completely, then you need the following information to set up the device: ISP server phone number, user name password, WAP gateway server name, and port number.

To access WAP sites through Pocket Internet Explorer:

1. From the **Connections** tab, tap **Connections**.
2. Tap **Edit my proxy server**.




4. Tap the **Advanced** button to access the WAP gateway settings.



5. In the **WAP** box, enter the **WAP gateway server name**, then specify the port number.



NOTE The most common WAP port number is 9201.


6. In the **Secure WAP** box, enter the **Secure WAP gateway server name**, then specify the port number.
7. Tap  to save your changes.




Using dialing rules

Depending upon where you use the device, you may have to dial additional numbers, for example 0 or 9 to dial out of an exchange, or a particular prefix. The device automatically uses these numbers when the dialing rule is selected. You can create as many dialing locations as you require. Three are already created: Home, Mobile, and Work, edit these to your requirements.

To change the dialing rules:


1. Tap , then tap **Settings**
2. Tap the **Connections** tab, tap **Connections**, then tap the **Advanced** tab.
3. Tap the **Dialing Rules** button.



4. Tap **Use dialing rules**.
5. Select a location.
 - **Home** - Dials the number as a local call without a number prefix.
 - **Mobile** - Dials the number with the mobile phone operator designated prefix.
 - **Work** - Dials the number as local call with a number prefix.
6. Tap  to save your changes.




NOTE

To create a new location, tap New and follow the directions on the screen. To view additional information at any time, tap .

Ending a connection


Use the following methods to end a network connection.

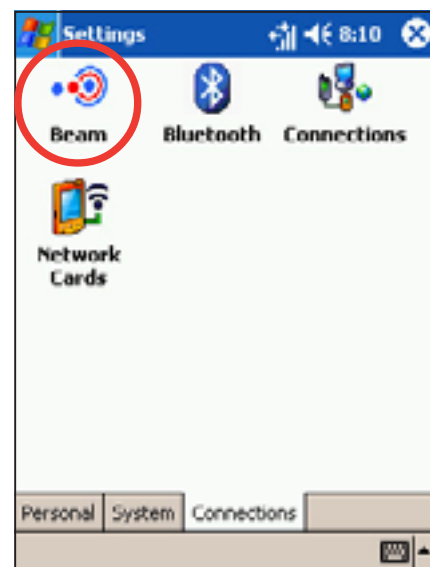
- When connected via modem or VPN, tap  on the navigation bar, then tap **Disconnect**.
- When connected via cable or cradle, detach your device from the cable or cradle.
- When connected via Infrared, move the device away from the other computer or device.
- When connected via a network (Ethernet) card, remove the card from your device.
- When connected to a wireless network using an SDIO Wi-Fi card, switch off the connection.

Infrared (IR) connection

By default, your device detects incoming infrared (IR) beams and prompts you to accept them. If you do not want your device to detect or receive beams, clear the **Receive all incoming beams** check box.

To set the Beam options:

1. Tap , then **Settings**.
2. Tap the **Connections** tab.
3. Tap the **Beam** icon to display the Settings screen.



4. Tap the option **Receive all incoming beams**, then tap the **Receive an infrared beam** link to receive beams from this screen.

The device automatically looks for another device using infrared.



NOTE Turning off the **Receive all incoming beam** options saves battery power.

Sending information

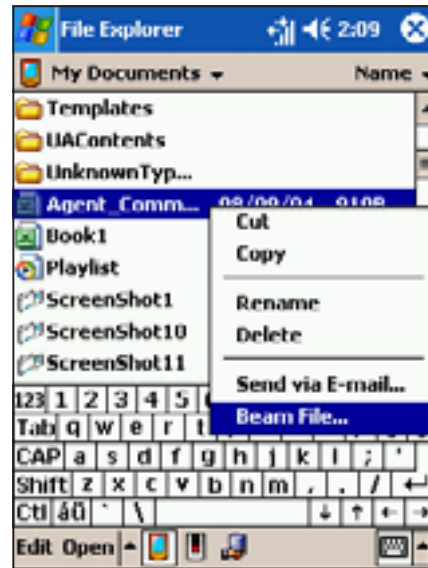
To beam a contact:

1. In **Contacts**, highlight the contact name to beam.
2. Select **Tools**, then tap **Beam Contacts**.
3. Align the IR ports of the P505 and the device to which you are beaming (the devices should be in close range of each other and have clear line-of-sight).



To beam a file:

1. Go to the program associated with the file you want to transfer, and select it from the list.
2. Align the IR ports of the P505 and the device to which you are beaming (the devices should be in close range of each other and have clear line-of-sight).
3. Tap and hold the item, then tap **Beam File...** on the pop-up menu.



NOTE

You can also send items, but not folders, from File Explorer. Tap and hold the item that you want to send, then tap **Beam File** on the pop-up menu.

Receiving information

To receive information:

1. Align the IR ports of the devices (the devices should be in close range of each other and have clear line-of-sight).
2. Have the owner of the other device send the information to you. Your device automatically receives the information, provided the beaming option is set to receive incoming beams. See previous page for details.

Chapter 11

Using Bluetooth®

This chapter provides information on how to use the Bluetooth® features.

Chapter summary

- **Introducing Bluetooth®** 11-3
 - Bluetooth icon 11-3
- **Bluetooth settings** 11-4
- **Bluetooth Manager** 11-6
 - Bluetooth connection wizard 11-7
- **Bluetooth® services** 11-8
 - Wireless serial port 11-8
 - Dial-up networking 11-9
 - Send via Bluetooth 11-10
 - Bluetooth Personal Area Network 11-12

Introducing Bluetooth®

Bluetooth® is a short-range wireless communications technology. Devices with Bluetooth® capabilities can exchange information over a distance of about 10 meters (30 feet) without requiring a physical connection.


Unlike infrared, you do not need to line up the devices to exchange information via Bluetooth®. The devices only need to be within a range of about 10 meters. You can even exchange information to a device in a different room, as long as it is within the specified range.


The Bluetooth® technology allows your device to:

- Locate other Bluetooth® devices within the vicinity
- Discover the services that those devices offer
- Connect to, use, and disconnect from those services
- Enable or disable individual services
- Use security features including authentication, authorization, and encryption

Bluetooth® icon

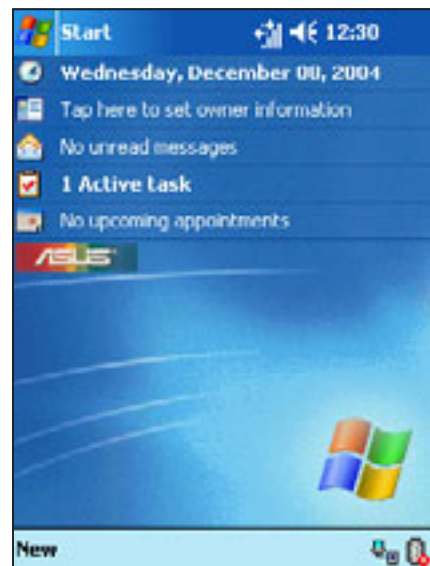
The Bluetooth® icon is located on the lower right corner of the Today screen.

When Bluetooth® is enabled (turned ON), the icon is blue , and the Bluetooth® LED on the upper left side of the device blinks blue.

When Bluetooth® is disabled (turned OFF), the icon has a red X on its lower right corner .

Tapping the icon displays a menu that allows you to:


- turn Bluetooth® on or off
- launch the Bluetooth Manager
- change the Bluetooth Settings

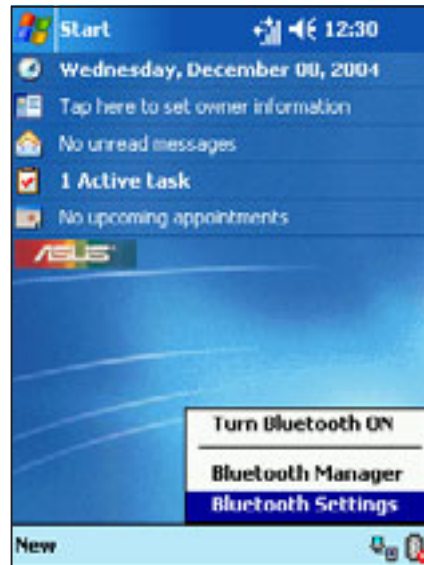


Bluetooth® icon

Bluetooth® settings

To configure the Bluetooth® settings:

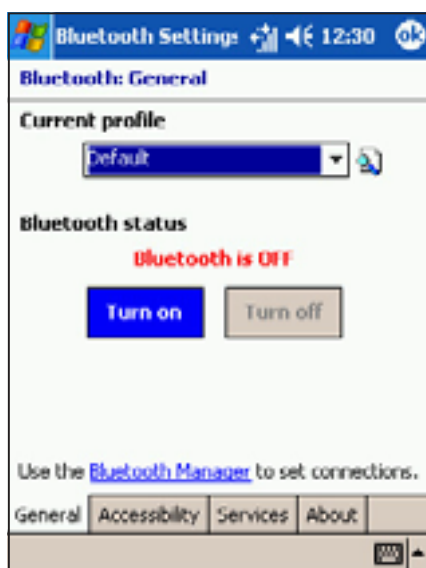
1. Tap  from the lower right corner of the Today screen to display the Bluetooth® menu.
2. Tap **Bluetooth Settings**.
3. Tap one of the tabs at the bottom of the **Bluetooth Settings** window to make your desired changes.



General

Allows you to:

- select the user profile
- see the Bluetooth® status (ON/OFF)
- turn Bluetooth® ON or OFF
- tap a link to the Bluetooth Manager



Accessibility

Allows you to:

- set the device name
- see the Bluetooth Device Address (BDA)
- select the remote devices you wish to connect
- set whether to allow remote devices to see your device



Services

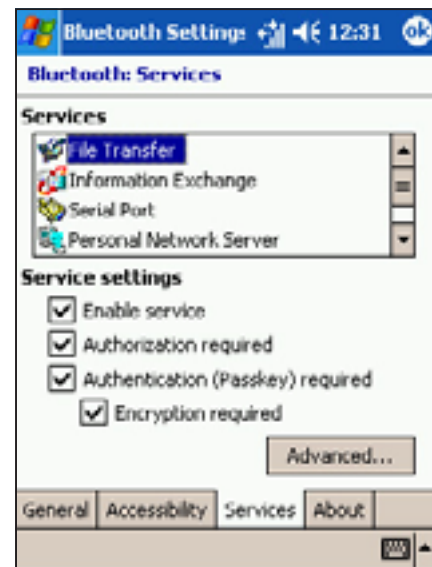
Allows you to:

- enable/disable available Bluetooth® services
- change the advanced settings of Bluetooth® services
- set authentication and specify encryption settings for Bluetooth® services

The available service settings are enabled when you select a Bluetooth® service.

Select a service from the list to adjust its settings (enabled, authorization and authentication).

Refer to the table below for a description of Bluetooth® services that the P505 supports.



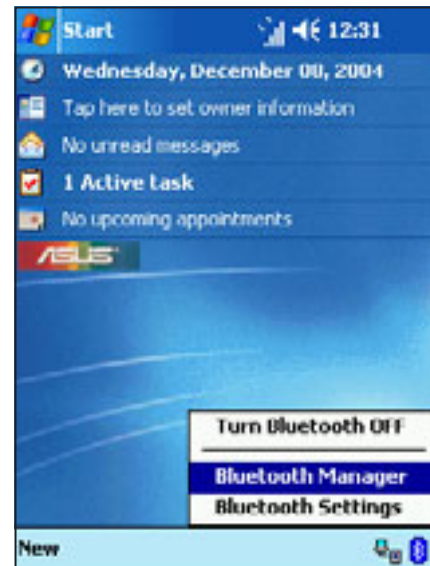
Bluetooth Service	Description
File Transfer	Allows you to transfer to and/or access files from another Bluetooth® device
Information Exchange	Allows you to set the default business card for exchange with other Bluetooth® device(s)
Serial Port	The Bluetooth® serial port connects the device to another Bluetooth® device using a wireless serial connection
Personal Network Server	Allows you to create your own personal network server using Bluetooth®
Dial-up Networking Server	Allows other Bluetooth® devices that support dial-up networking to connect to the Internet using the device GPRS or CSD connection
Hands Free	Allows you to connect a hands-free Bluetooth® headset or audio module to the device

Bluetooth Manager

The Bluetooth Manager allows you to create, manage, and use Bluetooth® to connect to remote devices.

To launch the Bluetooth Manager:

1. Tap and hold the Bluetooth® icon in the Today screen.
2. Tap **Bluetooth Manager**.



3. The **My Shortcuts** screen displays a list of pre-configured connections, if any.



- Tap to make a new connection
- Tap to add or remove paired devices
- Tap to set view options
- Tap to launch the Bluetooth® connection wizard


4. Tap the **Active Connections** tab to display the active incoming and outgoing connections.



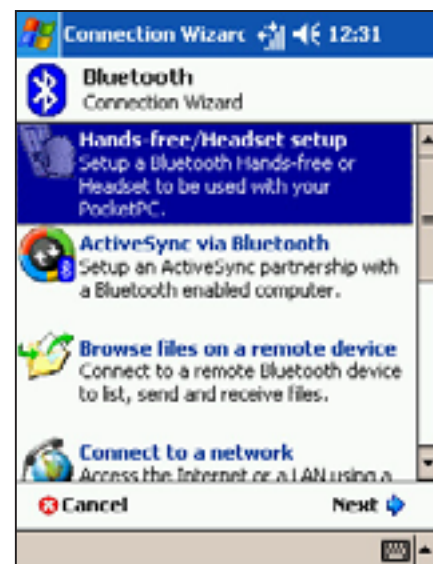
Bluetooth® connection wizard

The Bluetooth® connection wizard helps you set up connections with other Bluetooth® devices.

To launch the Bluetooth® connection wizard:

1. Tap  from the Bluetooth Manager command bar. The Bluetooth Connection Wizard screen appears.
2. Select a type of connection that you wish set up, then tap **Next**.
Tap **Cancel** to terminate the connection process.

NOTE Refer to the device online help for other information on Bluetooth® connections.





Bluetooth® services

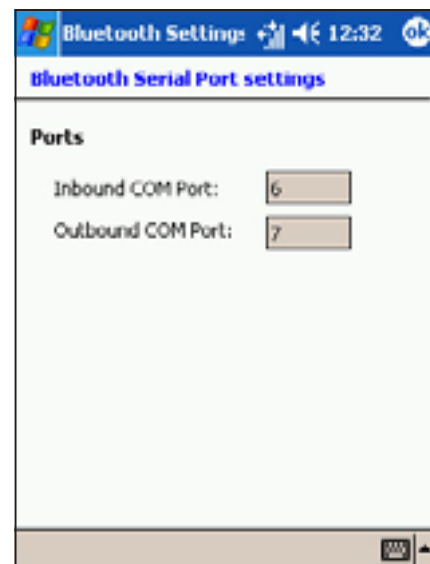
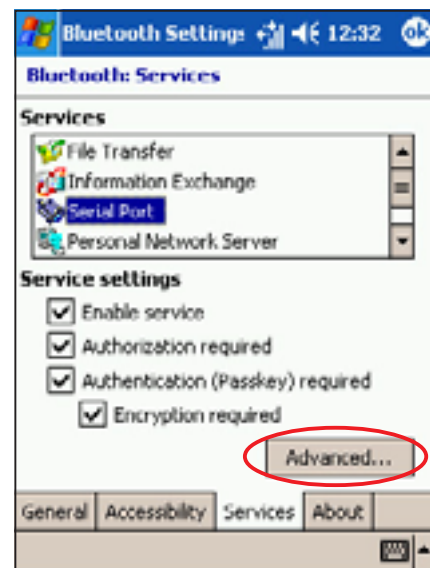
Bluetooth® serial port

Using a Bluetooth® serial port is equivalent to using a physical cable serial port connection between two devices. As with a physical connection, you have to configure the application that will use the serial port.

To configure the Bluetooth® Serial Port:

1. Tap the Bluetooth® icon  from the Today screen to display the Bluetooth menu.
2. Tap **Bluetooth Settings**, then tap the **Services** tab.
3. Select **Serial Port** from the available services, then tap the **Advanced** button.
4. Note the assigned Outbound COM Port 6, then assign the same Outbound COM port to the application that will use the Bluetooth® serial port.
5. Tap  to close the screen.

NOTE Refer to the documentation that came with the application for detailed information on the Outbound COM port.



To use the wireless serial port:

1. Create a connection to the Bluetooth® device that uses the wireless serial port (i.e. Bluetooth GPS). See the section “Bluetooth connection wizard” on page 11-7.
2. Tap and hold the Bluetooth® icon on the Today screen, then tap **Bluetooth Manager**.
3. In My Shortcuts screen, tap and hold the device connection shortcut, then select **Connect** from the pop-up menu.
4. Enter the required information on the succeeding screens to complete the connection process.
5. When the connection is active, you can exchange, share, and browse data and files or launch applications from the remote Bluetooth® device.

Dial-up networking server

The P505 can function as a dial-up networking server through which other Bluetooth® devices (clients) can connect to the Internet. Once connected to P505, the client device(s) can browse the Internet, check or read emails, etc.

The following devices (with dial-up networking feature) can connect to the Internet using the dial-up networking server feature of the P505:

- Bluetooth®-enabled desktop computers and notebooks
- Bluetooth®-enabled PDAs

NOTE

For the dial-up networking server feature to function, the P505 must have a GPRS or CSD connection to the Internet service provider or phone operator. Contact your ISP or phone operator for the correct settings.

To use P505 as dial-up networking server:

NOTE

An ASUS A730W PDA was used as the client device for the following procedures.

1. Turn on the P505 Bluetooth® and the client device Bluetooth®

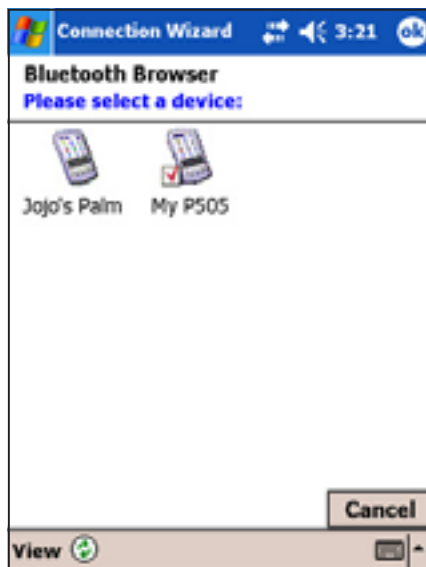
- From the client device, create a new modem connection following the instructions in the device documentation. When prompted to select the modem type, choose **Bluetooth Dialup Modem**.
- Configure the network settings of the client device following the network configuration of the P505 GPRS or CSD connection.



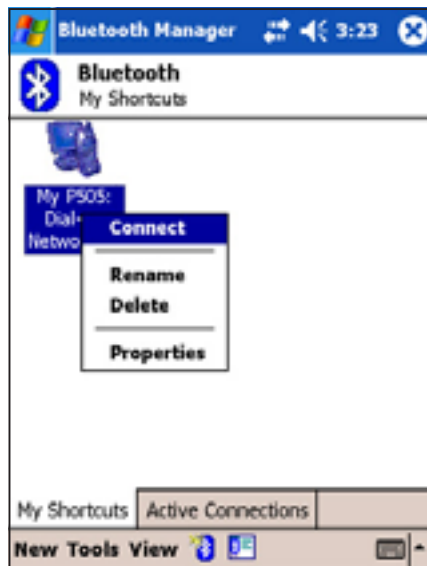
NOTE

Inquire the network configuration settings of the P505 before configuring the network settings of the client device.

- Open the Bluetooth® configuration menu of the client device, then explore the P505.
- When detected, select the **Dial-up Networking** service of the P505, then create a shortcut for the Bluetooth® connection.



6. Open the Bluetooth® configuration menu of the client device, tap and hold the created shortcut, then connect the client device to P505.



7. When prompted, select the type of connection to use, then connect the client device to P505.

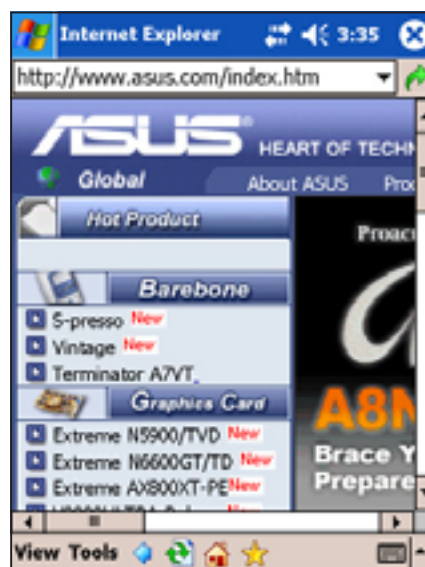


NOTE You may be required to enter the passkey for both Bluetooth® devices. Assign an identical passkey for both devices to connect.

8. When the client device is connected, P505 automatically connects to the Internet using the GPRS or CSD connection that the client device specified.




9. When the Internet connection is established, launch the Pocket Internet Explorer or web browser from the client device.



Sending data using Bluetooth®

You can conveniently send your Pocket Outlook contacts, calendar items, and tasks individually or collectively to the remote device using Bluetooth®.

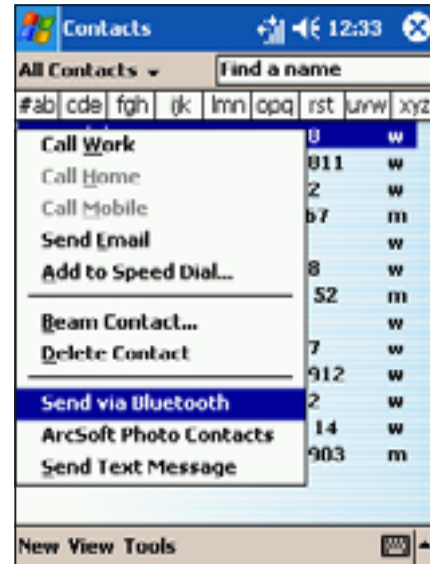
To send data via Bluetooth®:


1. Tap , then open either **Contacts**, **Calendar**, or **Tasks**.
2. Highlight an item that you wish to send to the Bluetooth® device.
3. Tap and hold the item, then tap **Send via Bluetooth** from the pop-up menu.

OR

Tap **Tools** from the command bar, then select **Send via Bluetooth**.

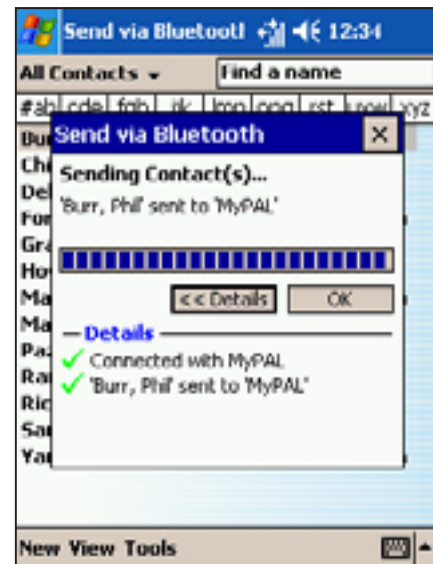
The device searches and displays Bluetooth® device(s) in your location.



4. Tap the destination of the file, then tap  to send.



5. A dialog box appears to indicate that the file is being sent to the other device. Tap **OK** when done.



Bluetooth® Personal Area Network

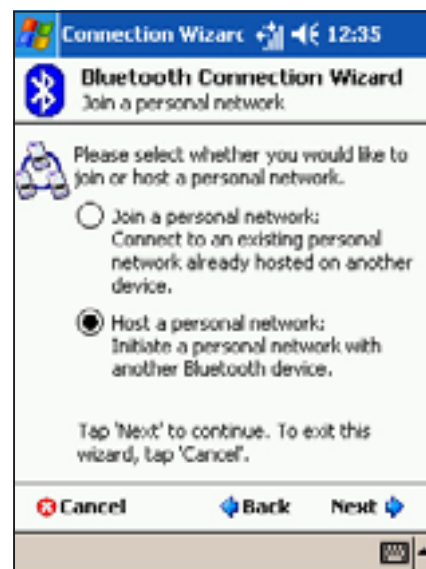
A Bluetooth® personal area network is a private, temporary, ad-hoc network of up to eight (8) Bluetooth®-enabled devices. A Bluetooth® personal area network allows you to easily exchange information that normally requires a TCP/IP network. Most chat utilities, multi-player games, etc. are fully functional in a Bluetooth® personal area network environment.

Bluetooth® private area networks are subject to the same security settings (service availability, authorization, authentication, and encryption) that govern other Bluetooth® communications.

One Bluetooth® device must be the host of the personal area network. Other Bluetooth® devices join the network as clients. The host can accept and reject clients on an individual basis.

To set up a Bluetooth® personal area network:

1. From the **Bluetooth Manager**, tap **New**, tap **Join a personal network**, then tap **Next**.
2. On the wizard screen, select **Host a personal network**, then tap **Next**. The device scans for Bluetooth® devices.



NOTE

Adding devices is optional. You do not have to add devices to the personal network while configuring the host. You can let other devices join the personal network later.

3. Tap the devices you want to add to the personal network, then tap **Next**.



4. Add devices to the Bluetooth® personal network, if desired.
 - a. Tap the **Add** button, then select the device that you want to add.
 - b. Add other devices, if desired. You can add up to eight devices, including the host.
5. After adding devices, tap **OK** to complete the setup and close the wizard.



To join a personal network:

1. From the **Bluetooth Manager**, tap **New**, tap **Join a personal network**, then tap **Next**.
2. On the wizard screen, select **Join a personal network**, then tap **Next**. The Bluetooth® browser appears.
3. Select the host of the personal network, then tap **Next** to establish a connection to the personal area network. If you are asked to enter the IP network settings, select **Use server-assigned IP address**, then tap **OK**.

Notices

Notices

- **Federal Communications Commission
Statement.....A-3**
- **Canadian Department of
Communications StatementA-3**

Federal Communications Commission Statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1) This device may not cause harmful interference, and
- 2) This device must accept any interference received, including interference that may cause undesired operation.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with manufacturer's instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

WARNING! The use of shielded cables for connection of the monitor to the graphics card is required to assure compliance with FCC regulations. Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003.

Replaceable batteries

If an equipment is provided with a replaceable battery and if replacement by an incorrect type could result in an explosion (e.g. with some lithium batteries), the following applies:

- if the battery is placed in an OPERATOR ACCESS AREA, there shall be a marking close to the battery or a statement in both the operating and the servicing instructions;
- if the battery is placed elsewhere in the equipment, there shall be a marking close to the battery or a statement in the servicing instructions.

The marking or statement shall include the following or similar text:

CAUTION

RISK OF EXPLOSION IF BATTERY IS REPLACED
BY AN INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING
THE INSTRUCTIONS

Compliance is checked by inspection.

CAUTION Use only with the battery listed in the user manual.

Operator access with a tool

If a TOOL is necessary to gain access to an OPERATOR ACCESS AREA, either all other compartments within that area containing a hazard shall be inaccessible to the OPERATOR by the use of the same TOOL, or such compartments shall be marked to discourage OPERATOR access.

An acceptable marking for an electric shock hazard is (ISO 3864, No. 5036).

Equipment for restricted access locations

For equipment intended only for installation in a RESTRICTED ACCESS LOCATION, the installation instructions shall contain a statement to this effect.

RF Exposure Information (SAR)

This model phone meets the government's requirements for exposure to radio waves.

This phone is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6W/kg. *Tests for SAR are conducted using standard operating positions accepted by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operating can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output.

The highest SAR value for the model phone as reported to the FCC when tested for use at the ear is 0.633 W/kg and when worn on the body, as described in this user guide, is 0.703 W/kg. (Body-worn measurements differ among phone models, depending upon available enhancements and FCC requirements.)

While there may be differences between the SAR levels of various phones and at various positions, they all meet the government requirement.

The FCC has granted an Equipment Authorization for this model phone with all reported SAR levels evaluated as in compliance with the FCC RF exposure guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section of <http://www.fcc.gov/oet/fccid> after searching on FCC ID: MSQ-P505.

For body worn operation, this phone has been tested and meets the FCC RF exposure guidelines for use with an accessory that contains no metal and the positions the handset a minimum of 1.5 cm from the body. Use of other enhancements may not ensure compliance with FCC RF exposure guidelines. If you do not use a body-worn accessory and are not holding the phone at the ear, position the handset a minimum of 1.5 cm from your body when the phone is switched on.

